MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

TOPS/POWERTRACK
CENTRAL WEB APPLICATION (CWA)
PPPO/PPSO USER MANUAL
Version 2.0

September 21, 2004

Prepared for:

Military Surface Deployment and Distribution Command
ATTN: SDG6-AP
200 Stovall St
9th floor, Room 9S09
Alexandria, Virginia 22332

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SECTION 1.   INTRODUCTION

This Personal Property Processing Office (PPPO)/ Personal Property Shipping Office (PPSO) User Manual provides detailed instructions for the use of Central Web Application (CWA).

1.1   CWA OVERVIEW

CWA was created to review and approve services online and to cost Personal Property shipments for electronic payment of Transportation Provider (TP) invoices via U.S Bank/PowerTrack. In order for PowerTrack to automatically pay TP invoices, the individual items being billed for must be approved and/or denied, and then independently costed by the government.

The three primary components of the CWA system are Electronic Data Interchange (EDI) Processing Engine, Web Application for the user interface, and Costing Engine (CE). The CWA database is coupled to the Transportation Operational Personal Property Standard System (TOPS)/TOPS History (THIST) database currently used for Personal Property Shipping. The coupling is via a database trigger on the THIST database that updates the CWA database with shipment information for shipments that are being paid by U.S. Bank/PowerTrack. In addition, the CWA authentication is integrated with the SDDC Electronic Transportation Acquisition (ETA) central authentication service, allowing all SDCC ETA users the ability to access CWA with their common ETA login.

1.2   OBJECTIVES

The role of the CWA is as follows:

1.   Receive a copy of the TP invoice from PowerTrack electronically, via EDI transactions over Hypertext Transfer Protocol-Secure (HTTPS). (EDI-859 transaction)

2.   Validate the invoices it receives from PowerTrack, and reject invoices that have erroneous data (shipment Bill of Lading [BL] number, TP Standard Carrier Alpha Code [SCAC], origin/destination Government Bill of Lading Office Code [GBLOC]). The CWA notifies PowerTrack of any/all errors via EDI transactions over HTTPS. (EDI-824 transaction)

3.   Present the shipping invoice data to the government representatives from Personal Property Shipping Office (PPSO) for individual item verification and approval. In addition, TP representatives adjust invoices and approve reports.

4.   Generate a government cost for each approved item on the invoice, based on the item and its associated units and quantities.

5.   Send a government-costed invoice to PowerTrack electronically, via EDI transactions over HTTPS. (EDI-858 transaction)

6.   Receive summary payment information from PowerTrack via EDI transactions over HTTPS and store information as well as present reports. (EDI-810 transaction)

7.   Provide a viewable audit for all database changes that occur during the processing of items 1 through 6 above.

1.3   REQUIREMENTS

The technical and functional requirements: design, develop, integrate, test, and deploy the CWA system. CWA will provide the following functionality:

- Data retrieval from THIST
- Web access for all user types
- Government costing/rating engine
- EDI interface with PowerTrack
- Secure access controlled by SDDC's ETA portal
- Fully functional audit module
- Management and oversight capability
- Reports generation

1.4   USER TYPES

There are six CWA user types:

- **Read Only:** Read Only users have read-only capability and can view reports across all PPSOs. Read Only users are able to view the list of all shipments, which also list the PPSOs by GBLOC and Name. Read Only users are not able to modify any data, but they are able to view all data related to a shipment, print all BL data, and print lists of Services and their rates.

- **PPSO:** PPSO users can view reports for their PPSO as well as have ability to approve, add, and remove services for records that are associated with their particular GBLOC. PPSO users are able to view the list of all shipments associated with their GBLOC, either as an origin or destination PPSO.

- **Department of Defense (DoD) Master:** DoD Master users have the same capabilities as PPSO users. Additionally, they can view and act on records associated with any GBLOC. DoD Master users are able to view list of all shipments, which list the PPSOs by GBLOC and Name. DoD Master users are able to perform all actions that Origin and Destination PPSOs can perform.

- **TP:** TP users have the ability to view reports associated with their SCAC as well as the ability to add and remove services for records associated with their SCAC. TP users are also able to update quantities of services as necessary. TP users are able to view the list of all shipments associated with their SCAC.

- **TP Multiple:** TP Multiple users have the same capabilities as TP users. Additionally, they can view and act on records for multiple SCACs. TP Multiple users are able to view the list of all shipments associated with the SCACs.

- **TP Agent:** No access at this time.

1.5   WINDOWS AND INTERNET BROWSERS

This manual uses Microsoft® Windows navigational techniques, terminology, and mouse conventions. It is assumed that the user is familiar with terms such as click, double-click, select, choose, menu, and window. If not, please check the Windows manual.

> **Note:** The term "click" is used throughout this manual, generically, with regard to the left mouse button. If a function requires clicking the right mouse button, the manual specifically states it.

1.5.1   Standard Conventions

Because Netscape Navigator,™ Microsoft® Internet Explorer and the Windows operating environment all use a Graphical User Interface (GUI) to display information, moving from task to task in the CWA primarily requires mouse work. Click on links (colored and underlined words) to move to other more definitive pages, or on buttons (graphics) that confirm entry or move to a specific page. In some cases, the user must click in a text box to enter specific information. In other areas, the user clicks on a dropdown list box that allows scrolling through a list of information from which to choose. A list of standard conventions follows:

Links   Web pages do not have page numbers as references to help users find specific information as printed books do. They have links that act as direct go-to functions. The module displays links as underlined blue text. To activate a link, position the pointer anywhere over the underlined text. Notice that the normal arrow-shaped pointer changes to a hand-shaped pointer, indicating an active link. Click on the text. When activated by a mouse click, the

link accesses the address for the electronic page requested and displays it. Links change color when activated. In the module, they appear as underlined purple text to remind the user that the link has been previously selected. The change in color does not affect the function of the link – users can still activate it again by clicking on it. The change in color only serves as a reminder that the page displayed by the link has been viewed earlier. In this manual, links are nonfunctioning and appear as underlined, italics black text, such as *Member Information*.

Web Page or Screen Names   Web pages, also called screens, are distinctive parts of the module. Web page names identify the process to be used.

Buttons   Buttons are connections that, when activated, complete a function, e.g., submit or search. Buttons in the module appear as three-dimensional rectangles with text inside. To activate a button, position the pointer over the text on the button and click once. Buttons are identified in this manual in brackets and bold type, such as **[Submit Request]**.

Text Boxes   Use text boxes to enter limited information for a single field or to enter data for a search query. To enter data into text boxes, position the pointer over the text box and click. When the blinking cursor is displayed, type the data in the text box. If data is already in the field, click and drag the cursor to highlight the text and then type the new data. The new text replaces the previous information.

Drop Down List Box   A drop down list box is a text box that provides a list of information from which to choose, such as a list of the months of the year. To use a drop down list, position the pointer over the arrow to the right of the box and click once. A list drops down or pops up from the box. Locate the desired item, position the pointer over that item, and click once. The box collapses and the selected data is displayed in the box. If the box contains more data than can be displayed on one screen, a scroll bar is displayed on the right side of the box. To move up or down the list, hold the mouse button down and drag the scroll bar handle in the appropriate direction. If the first letter of the

item is known, click inside the drop down list box and type that letter. The system takes the user to the first item in the list that starts with that letter. Type the same letter again and the next item in the list is displayed in the box. For example, in a drop down list box for the month, type the letter "a" and April is displayed, type "a" again and August is displayed.

Radio Buttons   Radio buttons are used when there can be more than one possible valid value but only one value can be selected. They appear as small circles to the left of the value title or name. To activate a radio button, position the pointer over the circle and click. When selected, a small black dot is displayed inside the circle. To deselect a radio button, follow the same procedure and the dot disappears from the circle.

Error Messages and Pages   During normal use, the module may display a JavaScript dialog box that indicates incorrect data has been entered. If an error box is displayed, return to the previous page by clicking **[OK]** in the dialog box.

Error pages identify specific problem(s) and recommend the user correct the listed error(s). Error pages are generated whenever **[Continue]** or **[Submit Request]** are clicked and the module has determined that the data entered is incomplete or not in the correct format. If an error page is displayed, return to the previous page by clicking **[Back]** on the browser toolbar. (See Figures 1-1 and 1-2)

1.5.2   Internet Browser Pull-Down Menus

Users can find the pull-down menus when needed just above the browser Toolbars (Figures 1-1 and 1-2) on any page.

Figure 1-1. Internet Explorer Toolbar
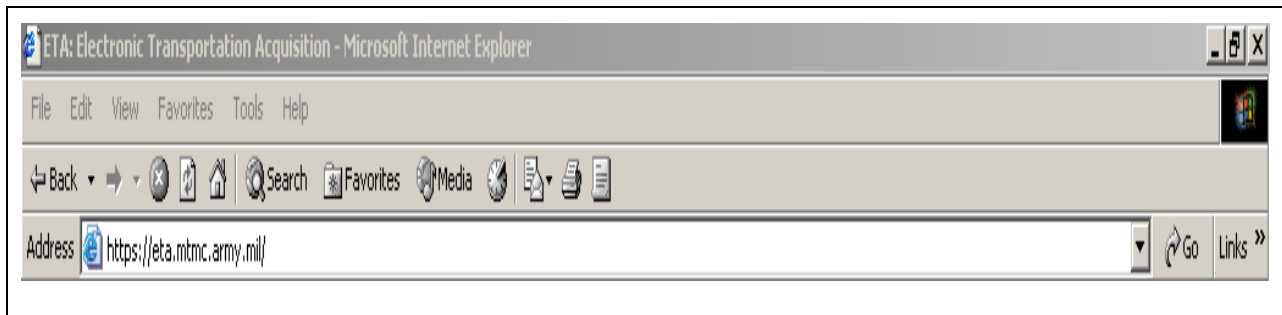
Figure 1-2. Internet Explorer Toolbar

To access the pull-down menu click on the menu name and a list drops down. Click on the desired selection. Arrow keys can be used to move to a selection or, in some cases, type the underlined letter of the selection (use lowercase); then press **[Enter]**.

To close a pull-down menu without selecting, click anywhere on the desktop or press **[Esc]**. Many of the Toolbar buttons are functions that also can be accessed through the pull-down menus.

For information on the browser's menu functions, and capabilities, please consult the browser's manual or use the Help/Contents function on the browser's Toolbar.

1.6   CWA LOGIN PROCESS

The following sections provide instructions for logging into the CWA.

1.6.1   ETA Registration

The first step in accessing the CWA is to request a User ID and Password through the SDDC-ETA web site. The URL for the server is https://eta.sddc.army.mil. There are two options to access CWA: new user and existing ETA user.
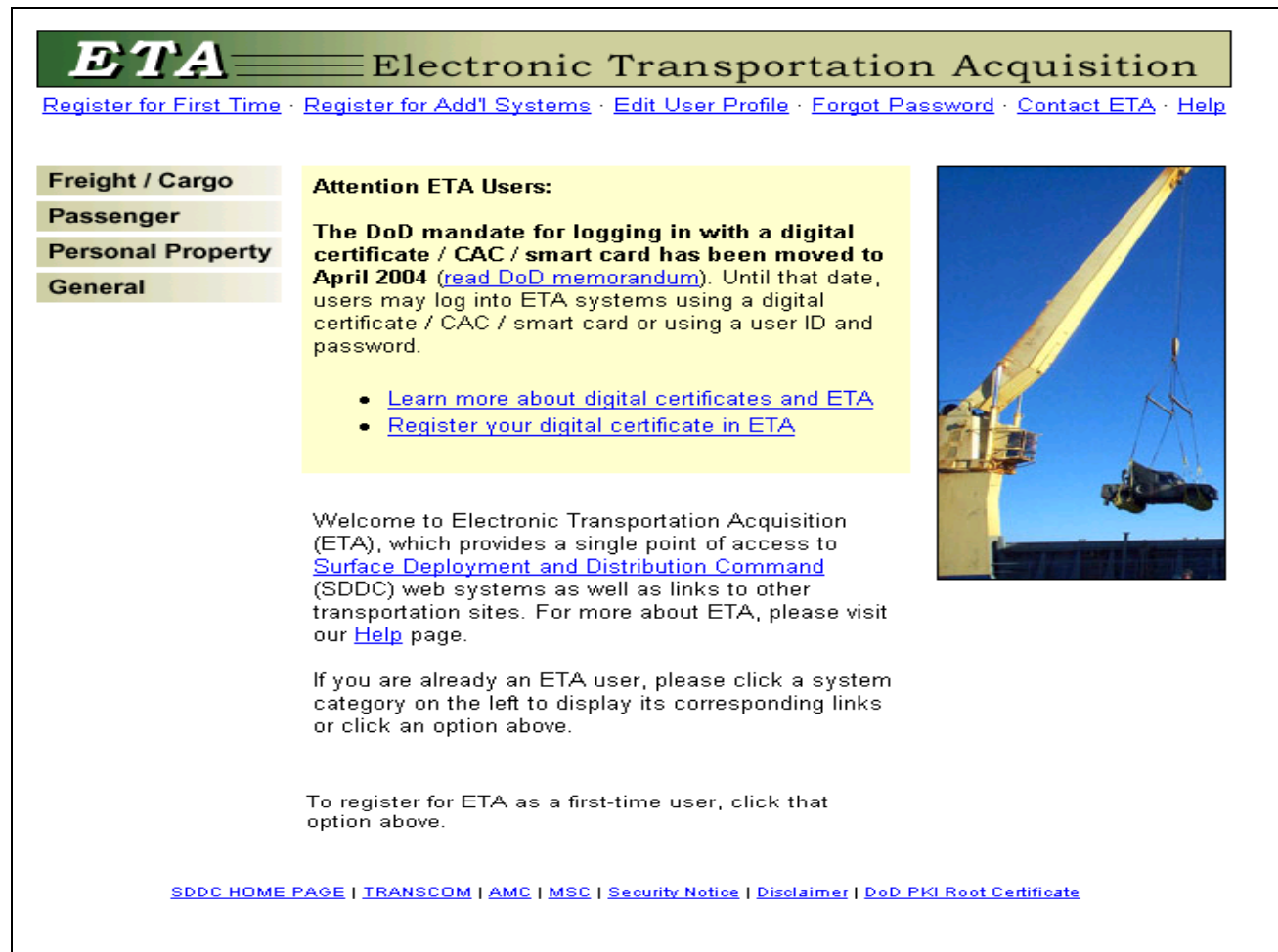
Figure 1-3. ETA —Electronic Transportation Acquisition Main Menu

1.6.1.1   New User Registration

If it is the first time a user is registering for an ETA User Id and Password, click on the *Register for First Time* link and the *New User Registration for ETA Page (1 of 2)* is displayed (Figure 1-4).

Figure 1-4. ETA Registration Page Screen

Scroll down on either registration page until the "Personal Property" section is visible. Within this section is a line for CWA. Click in the check box to the left of "CWA" then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]** and the *New User Registration for ETA Page (2 of 2)* is displayed (Figure 1-5).
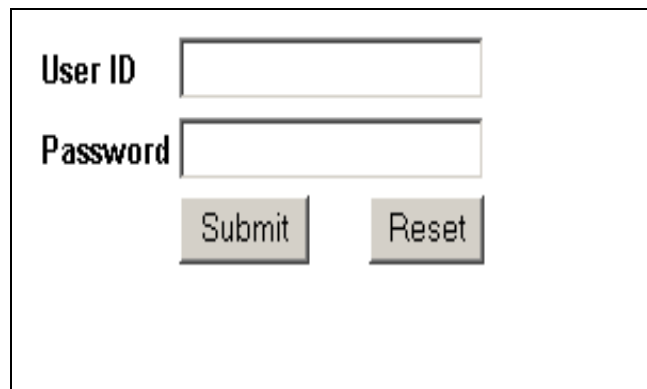

Figure 1-5. ETA Application Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. Click on **[Submit Request]** when all information has been entered.

A pop-up window is displayed asking "Is this address correct: < email address >." If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later**. A confirmation message containing the information on this page will be emailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.2   Existing ETA User Registration

If the user has already registered on ETA for access to another system, click on the *Register for Add'l Systems* link, a pop-up window is displayed (Figure 1-6)

Figure 1-6. User Id and Password Screen

Enter the ETA User ID and Password and click on **[OK]**, the *Register for Additional ETA Systems Page (1 of 2)* is displayed (Figure 1-7).

Figure 1-7. Additional Registration Screen

Scroll down on either registration page until the "Personal Property" section is visible. Within this section is a line for CWA. Click in the check box to the left of "CWA", then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]** and the *Register for Additional ETA Systems Page (2 of 2)* is displayed (Figure 1-8).

ETA Electronic Transportation Acquisition
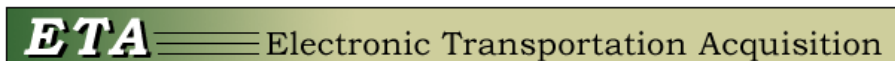
Register for Additional ETA Systems

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

First Name	*	
Middle Initial		
Last Name	*	
Name Suffix (Sr., Jr., III)		
Rank / Grade		
Job / Position Title		
Mailing Address (Line 1)	*	
Mailing Address (Line 2)		
City	*	
State	*	VIRGINIA
Country	*	UNITED STATES
Zip / Postal Code	*	
Commercial Phone	*	Ext:
DSN Phone		Ext:
FAX Number		
DSN FAX		

Email Address	*	
Activity / Company / Organization	*	
Company Division		
GBLOC	*	

Submit Request   Reset Form

Figure 1-8. Register for Additional ETA System Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. Click on **[Submit Request]** when all information has been entered.

A pop-up window is displayed asking "Is this address correct: < email address >." If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later**. A confirmation message containing the information on this page will be emailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.3 Password Updates

In accordance with SDDC security requirements, passwords will be updated on a regular basis. However, users can request a password update at anytime through the *ETA Main Menu* page (Figure 1-3) by clicking on the *Forgot Password* link. Users must enter their User ID and click on **[Submit]**. Users will receive a new password via email.
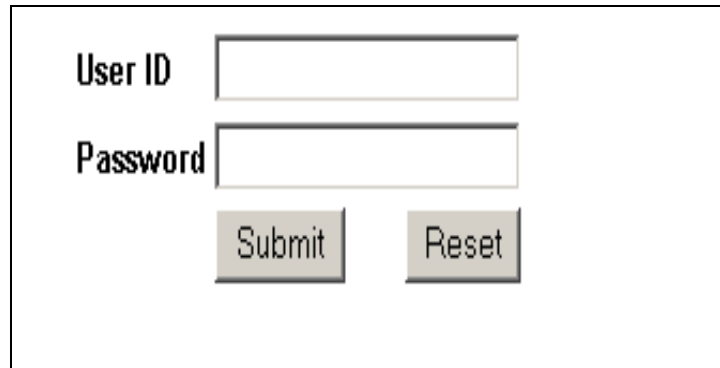
1.6.1.4 Email Address Updates

In accordance with SDDC security requirements, users must have a current email address. If the email address has changed since the initial registration, the user must update the information through the ETA web site. The URL for the server is https://eta.mtmc.army.mil. Click on the *Edit User Profile* link, located at the top of the screen (See Figure 1-3). Enter the appropriate user ID and password (note that this may not be necessary if the user is currently logged into the module.) The *ETA User Update* screen will be displayed. This is similar to Figure 1-5. Scroll down to the bottom of the screen to view the "Email Address" field. Update the email address as appropriate by clicking and dragging in the text box to highlight the incorrect text and type in the correct information. Click on **[Save Changes]** to save the change.

1.6.2 CWA Login

To access CWA, use the *ETA Main Page*. Enter the URL for the ETA Server. When the *ETA Main Page* is displayed, click on the *Personal Property* link. A set of links concerning Personal Property issues will be displayed. Click on the *CWA* link. This link will open a small window requesting the user's User ID and Password (Figure 1-9). Enter the appropriate User ID and

Password, then click on **[Submit]**. The Internet browser opens another window and the first page of the CWA is displayed. The role selected when the user registered, will determine access to any CWA functions defined by that role.

Figure 1-9. Network Password

1.6.3   SDDC Point of Contact

Military Surface Deployment and Distribution Command
200 Stovall Street
SDG6-AP
Alexandria, Virginia 22332

George Thomas: (703) 428-2237
DSN: 328
FAX: (703) 428-3390

1.6.4   Exiting CWA

Users can exit CWA from anywhere in the system. In the upper right-hand corner of the browser Titlebar, there are three boxes (refer to Figures 1-1 and 1-2). Click on the **[X]**. The outer browser window closes and the session is closed. Users can also choose File on the browser pull-down menu, scroll down to and click Exit. Either of these methods ends the user's session.

SECTION 2.   CENTRAL WEB APPLICATION (CWA)

2.1   CWA WELCOME SCREEN

Once you have gone through the ETA system and entered your User ID and Password for the CWA, the CWA Welcome Page screen is displayed.

Figure 2-1. CWA Main Screen

2.1.1   2.1.1 Error Messages

If a pop-up window error message is displayed, follow the instructions listed to correct the error.

2.2   PPPO/PPSO

2.2.1   Log in as a PPPO/PPSO

Once you log into CWA and click on the **[Enter CWA]** button, the *PPPO/PPSO* link will be displayed.
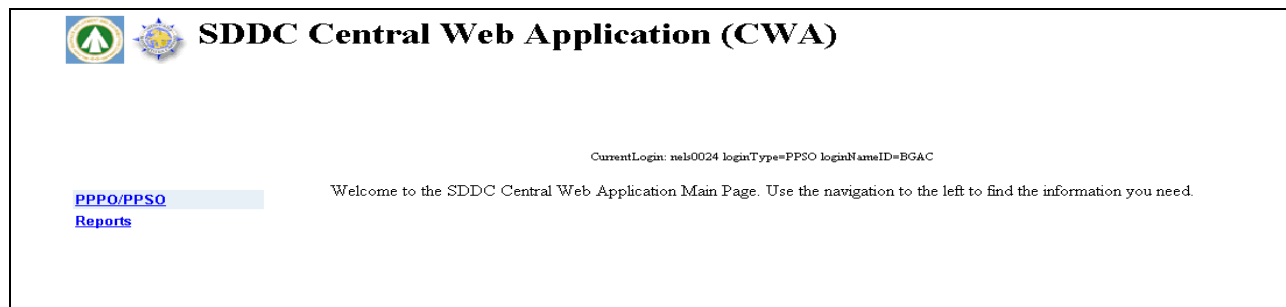
Figure 2-2. PPSO Login Screen

2.2.2   PPSO Main Page

Once you click on the *PPPO/PSSO* link, the *PPSO Main Page* will be displayed.
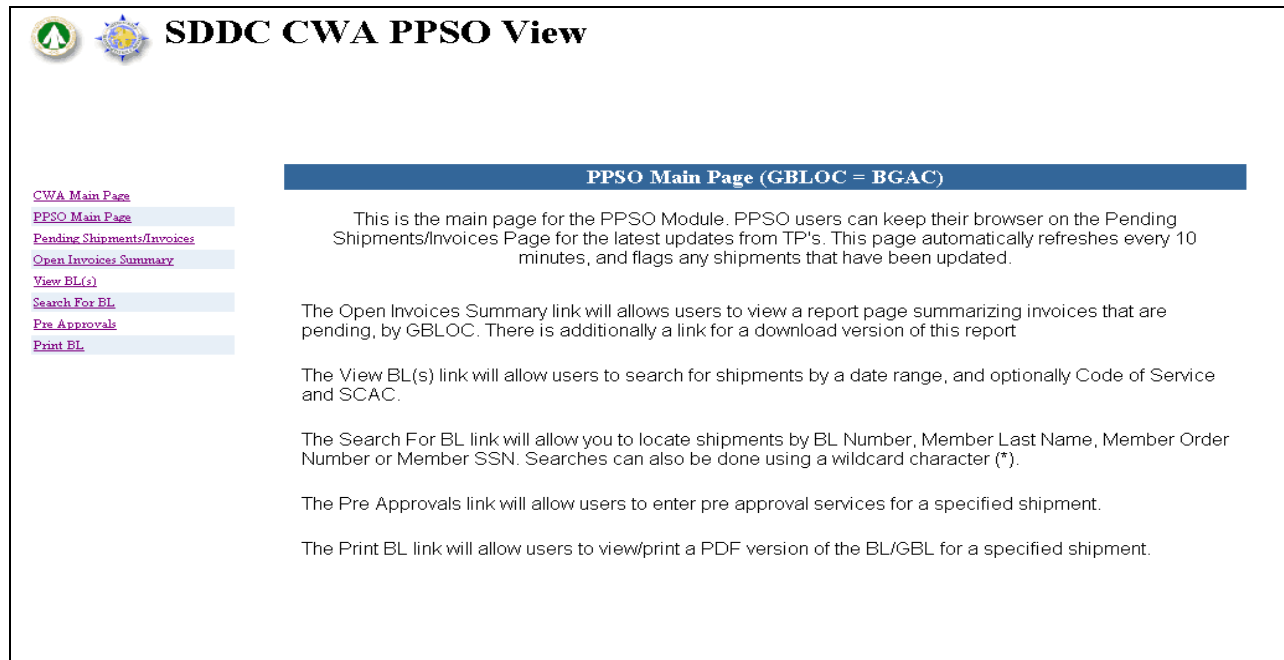
Figure 2-3. PPSO Main Page Screen

Note: *PPSO Main Page* provides the following links: *CWA Main Page*, *PPSO Main Page*, *Pending Shipments/Invoices*, *Open Invoices Summary*, *View BL(s)*, *Search for BL*, *Pre Approvals*, and *Print BL*.

2.2.3   Pending Shipments/Invoices

Click on the link *Pending Shipments/Invoices* to view pending items. This link provides two options: View Items and Edit Items.

Note: The shaded bar, displayed in red on the screen, lists shipments with the latest updates from TPs.

Figure 2-4. Pending Items for PPSO Screen

2.2.3.1   View Items

Click on the link _View Items_ to view shipment services and charges.

Note: This is a read-only option; the user is only able to view the shipment record.

Linehaul Charges

Current Approval Status	ItemCode	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
APPROVED	LHS	Line Haul Charge	5.7 (5.7)	40.0	2630	2620	Reweigh Wt: 570 Reweigh Dt: 01-Apr-2004	PRIPCK - PRIDLV	1836.68	389.68		NEW MSG	Thu Apr 15 00:00:06 EDT 2004

Accessorial Services/Charges

Current Approval Status	Item PreApproved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
APPROVED		100N	Pak Reg Mirror Ctn	PRIPCK	Qty 3		46.76	46.76			Thu Apr 15 00:00:06 EDT 2004
DENIED		100A	Maxpak	PRIPCK	BilledWeight 5.7		448.22	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100B	Pak Reg Dishpak	PRIPCK	Qty 10		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 12		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100L	Pak Reg Matt Ctn >54x75	PRIPCK	Qty 2		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100H	Pak Reg Wardrobe	PRIPCK	Qty 8		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100F	Pak Reg Ctn 6.0 Cuft	PRIPCK	Qty 2		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100E	Pak Reg Ctn 4.5 Cuft	PRIPCK	Qty 17		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004
DENIED		100D	Pak Reg Ctn 3.0 Cuft	PRIPCK	Qty 11		0	0	PPSO858		Thu Apr 15 00:00:06 EDT 2004

Other Services/Charges

Current Approval Status	Item PreApproved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
APPROVED		405B	Fuel Surcharge-DEL	SRVCPT	FlatRate 1		9.82	9.82			
APPROVED		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		7.04	2.06			
APPROVED		130C	Valuation: Addl Chg SIT 1st	DSTSIT	BilledWeight 5.7		5.64	0.8			
UPDATED		130D	Valuation: Addl Chg Sit Addl	DSTSIT	TotalDays 4 BilledWeight 5.7 Net Weight 5.7		1.6	0			

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-5. View Items Screen

2.2.3.2 Edit Items

Click on the link *Edit Items* to edit shipment services and charges. (This is an option to make changes.) This links provides the following options: Refresh Page, Shipment Line of Accounting, Divert Shipment, Long Delivery, and Help. This page also provides the availability to view SIT Information, enter Reweigh Information, edit Shipment Service Location (at the item level) as well as add a new message for the TP or origin/destination PPSO. Edit Items page also provides four ways of viewing the shipment record: Sort by PPSO, Sort by Invoice (displayed by default), Show Only Origin PPSO Services and Show Only Destination PPSO Services.

Note: Click on the link *Refresh Page* to view updated information. Only after **all** items on an invoice are set to either approved or denied status can the shipment invoice be sent to PowerTrack.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-100834	Customer Name:	JUBECK, NATHAN E	TP SCAC:	HLFI
Refresh Page	**Shipment Line Of Accounting**	**Divert Shipment**	**Long Delivery**	**Help**	

🔒 Unlock Shipment   ✉ TP Shipment Note   ✎ PPSO Shipment Note

☐   Storage at a more distant facility was approved for transportation provider convenience.

☐   Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: RS D-7 73%   PickupDate: Wed Jun 25 00:00:00 EDT 2003

View SIT Info

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	QUANTICO	VA	PRINCE WILLIAM	22134	US25	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	SPRINGFIELD	VA	FAIRFAX	22009		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	FAIRFAX	VA	FAIRFAX	22032	US25	US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPInvoice	SPRINGFIELD	VA	FAIRFAX	22009		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	SPRINGFIELD	VA	FAIRFAX	22009		US

✉ Sort By PPSO	✉ Sort By Invoice	✉ Show Only OriginPPSO Services	✉ Show Only DestinationPPSO Services

Invoice Number: SAT123233

Linehaul Charges

Set Approval	Current Approval Status	ItemCode	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	APPROVED	LHS	Line Haul Charge	5.7 (5.7)	40.0	2630	2620	Reweigh Wt: 570 Reweigh Dt: 01-Apr-2004	PRIPCK - PRIDLV	1836.68	389.68		NEW MSG	Thu Apr 15 00:00:06 EDT 2004

Invoice Number: SAT123233A

SIT Services/Charges

Set Approval	Current Approval Status	Item PreApproved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
○ Approved ○ Disputed ○ Denied	APPROVED		145A	SIT 1st Day	DSTSIT	BilledWeight 5.7		56.4	8.04		✎	
○ Approved ○ Disputed ○ Denied	APPROVED		145B	SIT Addtl Day	DSTSIT	TotalDays 4 BilledWeight 5.7 Net Weight 5.7		16	2.28		✎	
○ Approved ○ Disputed ○ Denied	APPROVED		PDS	SIT Pup/Del	DSTSIT - PRIDLV	BilledWeight 5.7 Miles 11 Net Weight 5.7	1	490.8	166.78		✎	
○ Approved ○ Disputed ○ Denied	APPROVED		145C	Whse Handling	DSTSIT	BilledWeight 5.7		116.8	16.64		✎	

Other Services/Charges

Set Approval	Current Approval Status	Item PreApproved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
○ Approved ○ Disputed ○ Denied	APPROVED		405B	Fuel Surcharge-DEL	SRVCPT	FlatRate 1		9.82	9.82		✎	
	APPROVED		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		7.04	2.06		✎	
○ Approved ○ Disputed ○ Denied	APPROVED		130C	Valuation: Addtl Chg SIT 1st	DSTSIT	BilledWeight 5.7		5.64	0.8		✎	
○ Approved ○ Disputed ○ Denied	UPDATED		130D	Valuation: Addtl Chg Sit Addl	DSTSIT	TotalDays 4 BilledWeight 5.7 Net Weight 5.7		1.6	0		✎	

[Submit Approvals]

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-6. Edit Items Screen

2.2.3.3   Shipment Line of Accounting

Click on the link *Shipment Line of Accounting* to view/edit shipment line of accounting information.

Figure 2-7. Shipment Line of Accounting Screen

2.2.3.4   Divert Shipment

Click on the link *Divert Shipment* to view/edit shipment diversion information.

Figure 2-8. Divert Shipment Screen

2.2.3.5   Long Delivery

Click on the link *Long Delivery* to view/edit shipment long delivery information.

Figure 2-9. Long Delivery Screen

2.2.3.6   Help

Click on the link *Help* to view the CWA PPSO Help Page.

Figure 2-10. Help Screen

2.2.3.7 Edit Locking

As soon as the user enters edit mode from a search page, or other page, the *Edit Locking* tool automatically locks the shipment and no other user is able to access the shipment record. The *Edit Locking* allows the user to explicitly unlock shipments directly from the edit pages, otherwise the lock "times-out" after a given time period. On all the search results pages, *Edit Locking* displays the lock status for each shipment, including the ETA user ID.
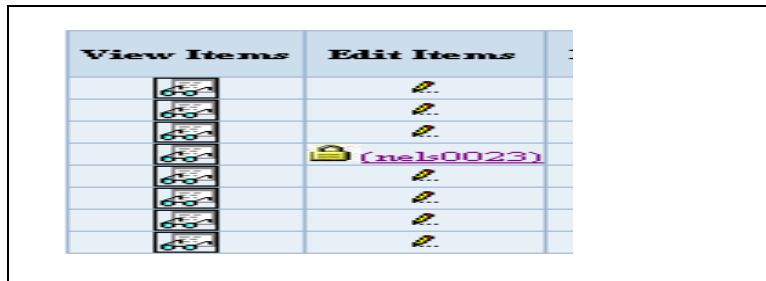
Figure 2-11. Edit Locking Screen

2.2.3.8 PPSO Header Note

Click on the link *PPSO Shipment Note*, enter the note and click the **[Submit Note]** button.

Figure 2-12. PPSO Header Note Screen

2.2.3.9 SIT Info

Click on the link *View SIT Info* to view shipment SIT information.

Figure 2-13. SIT Information Screen

2.2.3.10 Sort By PPSO

Click on the link _Sort By PPSO_ to view items listed by PPSO.

Figure 2-14. Sort By PPSO Screen

2.2.3.11 Sort By Invoice

Click on the link *Sort By Invoice* to view items listed by invoice.

Figure 2-15. Sort By Invoice Screen

2.2.3.12 Show Only Origin PPSO Services

Click on the link *Show Only Origin PPSO Services* to view items listed by Origin PPSO.

<table>
<tr><td colspan="9" align="center">**Shipment Services and Charges**</td></tr>
<tr><td colspan="9" align="center">Services which are approved have been requested and performed.</td></tr>
<tr><td>**BL Number:**</td><td>ZY-001176</td><td colspan="2">**Customer Name:**</td><td colspan="3">**LOZADA, JESSICA MARIE**</td><td>**TP SCAC:**</td><td>**BUSV**</td></tr>
<tr><td colspan="2" align="center">**Refresh Page**</td><td colspan="2" align="center">**Shipment Line Of Accounting**</td><td colspan="2" align="center">**Divert Shipment**</td><td align="center">**Long Delivery**</td><td colspan="2" align="center">**Help**</td></tr>
</table>

🔒 Unlock Shipment   📧 TP Shipment Note   ✎ PPSO Shipment Note

☐   Storage at a more distant facility was approved for transportation provider convenience.

☐   Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: RS D-7 150%   PickupDate: Tue Aug 12 00:00:00 EDT 2003

View SIT Info

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	MIAMI	FL	DADE	33176	US4964400	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	MIAMI	FL	DADE	33010		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	FORT GEORGE MEADE		ANNY ARUNDEL	20757		
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755	US23	US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	FORT GEORGE G MEADE	MD	ANNE ARUNDEL	20755		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	MIAMI	FL	DADE	33010		US

📧 Sort By PPSO   📧 Sort By Invoice   📧 Show Only OriginPPSO Services   📧 Show Only DestinationPPSO Services

Origin Services/Charges

Set Approval	Current Approval Status	ItemCode	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING	LHS	Line Haul Charge	10.2 (10.2)	10.2	1076	1072	Enter Reweigh	🔒 PRIPCK - 🔒 PRIDLV	761.94	0		✎	

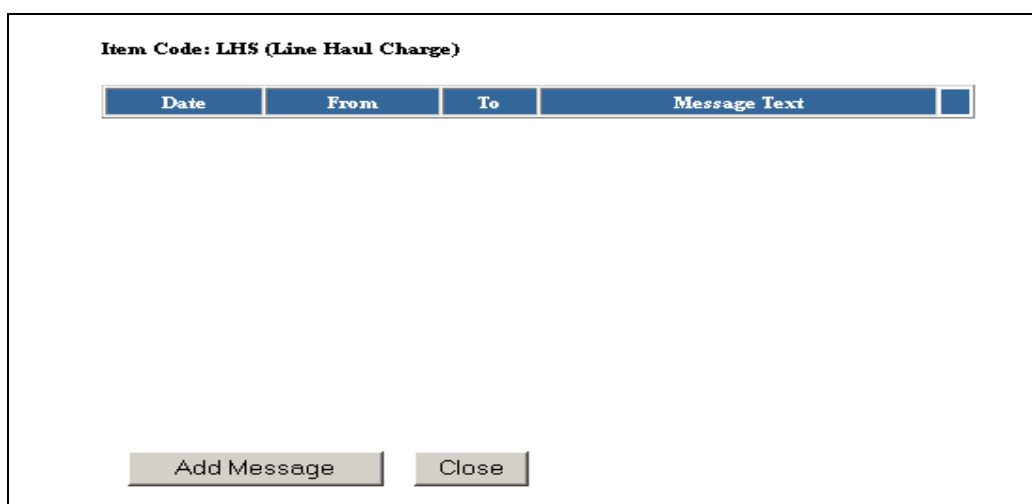| Set Approval	Current Approval Status	Item PreApproved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
	PENDING		100N	Pak Reg Mirror Ctn	🔒 PRIPCK	Qty 1		20.78	0		✎	
	PENDING		112B	Stair Flights Exterior	🔒 SRVCPT	Qty 1 BilledWeight 10.2 Net Weight 10.2		8.42	0		✎	
	DENIED		100B	Pak Reg Dishpak	🔒 PRIPCK	Qty 1		28.2	0	PPSO858 📄	✎	
	DENIED		100E	Pak Reg Ctn 4.5 Cuft	🔒 PRIPCK	Qty 5		61.13	0	PPSO858 📄	✎	
	DENIED		100C	Pak Reg Ctn <3.0 Cuft	🔒 PRIPCK	Qty 1		6.45	0	PPSO858 📄	✎	
	DENIED		100J	Pak Reg Matt Ctn <39x75	🔒 PRIPCK	Qty 2		21.75	0	PPSO858 📄	✎	
	APPROVEDAUTOMATIC		431A	One Percent Service Charge (Domestic)	N/A	Qty 1		9.4	0.15		✎	
	APPROVEDAUTOMATIC		405A	Fuel Surcharge-LHS	N/A	FlatRate 1		15.24	15.24		✎	

Submit Approvals

NOTE: Only after ALL items on an invoice are set to either approved or disapproved status can the shipment invoice be sent to PowerTrack.

Figure 2-16. Show Only Origin PPSO Services Screen

2.2.3.13 Show Only Destination PPSO Services

Click on the link *Show Only Destination PPSO Services* to view items listed by Destination PPSO.

Figure 2-17. Show Only destination PPSO Services Screen

2.2.3.14 Items Requiring Approvals

This screen displays invoice items requiring approvals on the *Edit Items* link. To approve/deny/dispute an item, click the "Approved," "Disputed" or "Denied" radio button in the *Set Approval* column and then click the **[Submit Approvals]** button.

Figure 2-18. Items Requiring Approval Screen

Note: Approving, denying, and disputing services is a primary task of the PPSO users. The PPSO representative approves the line items and quantities that are valid and uses the TP and PPSO notes to assist the approval process. To approve/deny/dispute items, select the "Approved," "Disputed" or "Denied" radio button and click the **[Submit Approvals]** button. When an authorized user disputes or denies an item, a pop-up box is displayed prompting the user to leave a message explaining the reason for disputing/denying the item.
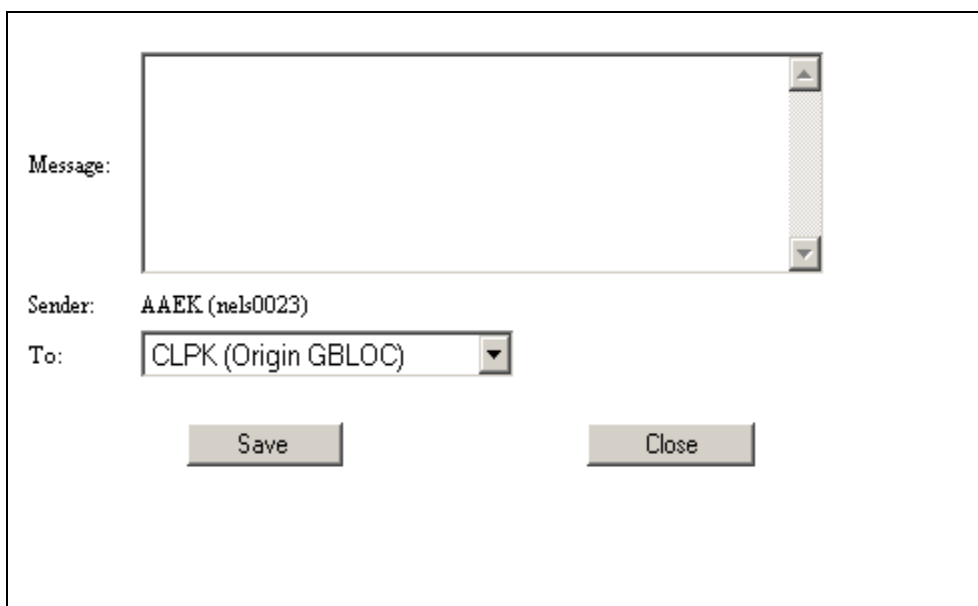
2.2.3.15 Messages

Example: Click on the **Pencil Icon** to enter a message. Click the **[Add Message]** button, enter new text in the box, select the origin or destination GBLOC or TP SCAC and click the **[Save]** button.

Figure 2-19. Messages Screen
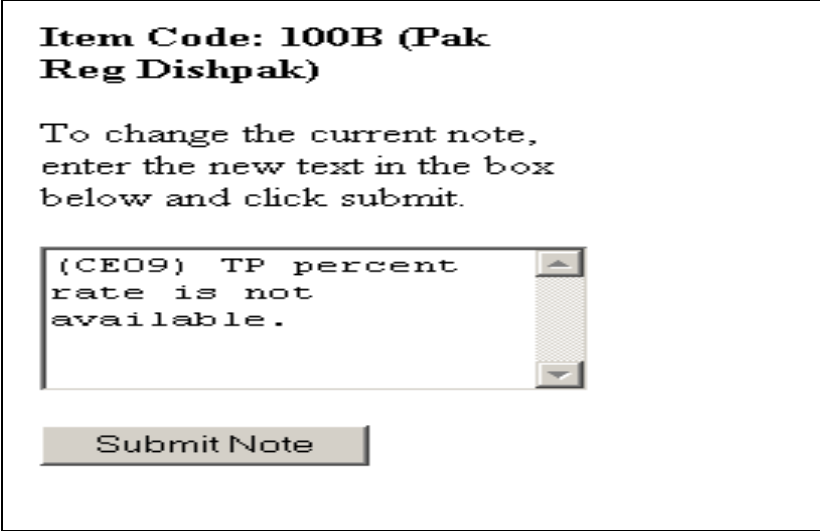
Figure 2-20. Add Message Screen

2.2.3.16 EDI Notes

EDI Notes column displays computer-generated costing engine messages (notes for denial of items by costing engine).
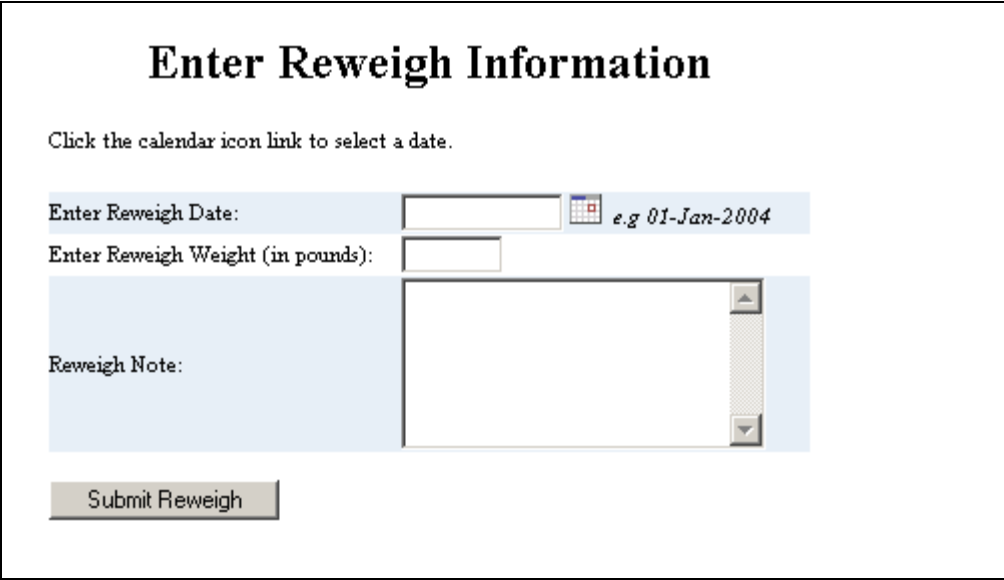
Figure 2-21. EDI Notes Screen

2.2.3.17 Enter Reweigh

Click on the link *Enter Reweigh* to edit/view reweigh information.

Figure 2-22. Enter Reweigh Screen

2.2.3.18 Shipment Service Location Information

To edit shipment service location information for a particular line item, click on the link listed in the *Locations* column, enter new address and new zip code, select new rate area from the drop down window and click the **[Submit Edit]** button.   Example: *PRIPCK* – Shipment Primary Pickup Address.

Note: For complete list of shipping address types, see Appendix C.

Figure 2-23. PRIPCK Screen

2.2.4   Open Invoices Summary

The *Open Invoices Summary* link allows users to view a report page summary of invoices that are pending. Select the "Web View of the Report" radio button and click the **[Submit Report]** button.   Users are also able to download this report into a Microsoft Excel spreadsheet by selecting the "Download Report" radio button and clicking the **[Submit Report]** button.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click

the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-24. Open Invoices Summary Screen

Example 1: Web View of Report

Figure 2-25. Web View of Report Screen

Example 2: Download Report

Figure 2-26. Download Report Screen

Example 3: Open Invoices Summary in Microsoft Excel

Figure 2-27. Open Invoices Summary in Microsoft Excel Screen

2.2.5   View BL(s)

Click on the link *View BL(s)* to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipment report by Code of Service and/or SCAC, if desired.

Figure 2-28. View BL(s) Screen

Example: View BL(s) by Status Date

Figure 2-29. Search Results by Status Date

2.2.6   Search for BL

Click on the link *Search for BL* to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Number.

Figure 2-30. Search for BL Screen

Example: Enter BL Number and click the **[Search]** button.

Figure 2-31. Search Results by BL Number Screen

2.2.7   Pre Approvals

Click on the link *Pre Approvals* to view pre-approvals for PPSO. This link provides two search options: by Pickup and Delivery.   Enter BL Number, select the appropriate "Pickup" or "Delivery" radio button and click the **[Submit]** button.

Figure 2-32. Pre Approvals Screen

Example 1: Search by Pickup

Enter BL number, select the "Pickup" radio button and click the **[Submit]** button.

Shipment Services For PreApproval						
BL Number:	JP-797826	**Customer Name:**		THOMAS J MILLER		

Location	City	State	County	Zip	RateArea	Country
primary delivery location	DUNKIRK	MD	CALVERT	20754	US23	US
primary pickup location	HONOLULU			96818	US89	US

Services Requested To Be Performed (Oconus)

To add a service for PreApproval, either click the appropriate button below, or check the appropriate box for the service(s) you wish to add. Then click the Submit Services button at the bottom of the page.

Shuttle Service	SIT Storage	SIT Storage (Baggage)
SIT Pup/Del	SIT Pup/Del (Baggage)	Third Party Service

Crates

Select	Service Code	Description	Unit of Measure
☐	508A	Crates Internal	Cubic Feet
☐	508B	Crate Min Chg	Cubic Feet
☐	508C	Crates External	Cubic Feet
☐	508D	Mbr Crates:Lab Reg	Total Hours
☐	508E	Mbr Crates:Lab OT	Total Hours
☐	508F	Mbr Crates:Lab AK	Total Hours

Gov Ctnrs

Select	Service Code	Description	Unit of Measure
☐	514B	Gov Ctnrs:Aux Vehcl	Total Hours
☐	514C	Gov Ctnrs:Lab Reg	Total Hours
☐	514D	Gov Ctnrs:Lab OT	Total Hours
☐	514E	Gov Ctnrs:Lab AK	Total Hours

Labor

Select	Service Code	Description	Unit of Measure
☐	502A	Labor Reg	Total Hours
☐	502B	Labor OT	Total Hours
☐	502C	Labor AK	Total Hours

Overtime Load/Unload

Select	Service Code	Description	Unit of Measure
☐	504A	OT Load/Unload	Total Hours
☐	504B	OT Load/Unload	Flat Rate

Wait Time

Select	Service Code	Description	Unit of Measure
☐	503A	Wait Tm:Vehicle	Total Hours
☐	503B	Wait Tm:Lab Reg	Total Hours
☐	503C	Wait Tm:Lab OT	Total Hours
☐	503D	Wait Tm:Lab AK	Total Hours

Reweigh

Select	Service Code	Description	Unit of Measure
☐	506A	Reweigh Fee (Unaccompanied Baggage)	Flat Rate

Reweigh (Baggage)

Select	Service Code	Description	Unit of Measure
☐	505A	Reweigh Fee (Household Goods)	Flat Rate

Att Del-Sit

Select	Service Code	Description	Unit of Measure
☐	510F	Att Del-Sit:Whse Handling	Net Weight
☐	510G	Att Del-Sit:Whse Handling	Net Weight
☐	510I	Att Del-Sit:WaitTm Vehicl	Total Hours
☐	510J	Att Del-Sit: Lab Reg	Total Hours
☐	510K	Att Del-Sit: Lab OT	Total Hours
☐	510L	Att Del-Sit: Lab AK	Total Hours
☐	510M	Att Del-Sit:DPM Bag	Net Weight
☐	510A	Att Del-Sit: 1-50 mi	Net Weight
☐	510C	Att Del-Sit: Over 50 mi	Net Weight
☐	510B	Att Del-Sit: 1-50 mi	Net Weight
☐	510D	Att Del-Sit: Over 50 mi	Net Weight
☐	510E	Att Del-Sit:Outer Isle HI	Net Weight

Att Pup/Del

Select	Service Code	Description	Unit of Measure
☐	511A	Att Pup/Del:Vehicle	Total Hours
☐	511B	Att Pup/Del:Lab Reg	Total Hours
☐	511C	Att Pup/Del:Lab OT	Total Hours
☐	511D	Att Pup/Del:Lab AK	Total Hours
☐	511E	Att Pup/Del:WaitTm	Total Hours

Outer HI Isl

Select	Service Code	Description	Unit of Measure

Long Carry at Mini-Storage

Select	Service Code	Description	Unit of Measure
☐	534A	Long Carry At Mini-Storage Whse	Quantity

Extra Pickup/Delivery

Select	Service Code	Description	Unit of Measure
☐	509A	Extra Pickup	Quantity
☐	509H	Extra Pickup>50 miles	Net Weight
☐	509B	Extra Pickup	Quantity
☐	509C	Extra Delivery	Quantity
☐	509D	Extra Delivery	Quantity
☐	509E	Ext PupDel:Lab Reg	Total Hours
☐	509F	Ext PupDel:Lab OT	Total Hours
☐	509G	Ext PupDel:Lab AK	Total Hours
☐	509I	Extra Delivery>50 miles	Net Weight

Aux Service/Vehicle

Select	Service Code	Description	Unit of Measure
☐	501A	Auxilliary Vehicle	Total Hours
☐	501B	Aux Svc:Lab Reg	Total Hours
☐	501C	Aux Svc:Lab OT	Total Hours
☐	501D	Aux Svc:Lab AK	Total Hours

SIT Days

Select	Service Code	Description	Unit of Measure
☐	518A	SIT Addtl Day	Total Days
☐	518B	SIT 1st Day	Net Weight
☐	518C	SIT:Periods	Quantity
☐	518D	Whse Handling	Net Weight

SIT Days (Baggage)

Select	Service Code	Description	Unit of Measure
☐	519A	SIT:Periods	Quantity
☐	519C	Whse Handling	Net Weight

SIT Pup/Del

Select	Service Code	Description	Unit of Measure
☐	520A	SIT Pup/Del	Net Weight
☐	520B	SIT Pup/Del Over 50 mi	Net Weight
☐	520C	SIT OT Load/Unload	Total Hours

SIT Pup/Del (Baggage)

Select	Service Code	Description	Unit of Measure
☐	521A	SIT Pup/Del	Net Weight
☐	521C	SIT Del Admin Fee	Flat Rate
☐	521D	SIT DEL Outer Isle HI	Net Weight

Code 5/T Multi Port Pups/Dels

Select	Service Code	Description	Unit of Measure
☐	527A	Code 5/T Multi Port Pups	Quantity
☐	527B	Code 5/T Multi Port Dels	Quantity

Third Party Service

Select	Service Code	Description	Unit of Measure
☐	TPS	Third Party Service	Flat Rate

Submit Services

Figure 2-33. Search by Pickup Screen

Note: Select the preapproval items that the TP has requested and click the **[Submit Services]** button.

Example 2: Search by Delivery

Enter BL number, select the "Delivery" radio button and click the **[Submit]** radio button.

Figure 2-34. Search by Delivery Screen

2.2.8   Print BL

To print a copy of a BL, click on the *Print BL* link, enter the BL number and click the **[Submit]** button.

Note: If you do not have Acrobat Reader installed, click on the link *Click Here* and follow the instructions on the screen.

Figure 2-35. Print BL Screen

2.3   REPORTS

2.3.1   CWA Main Page

Click on the link _Reports_ to access the Reports Page.
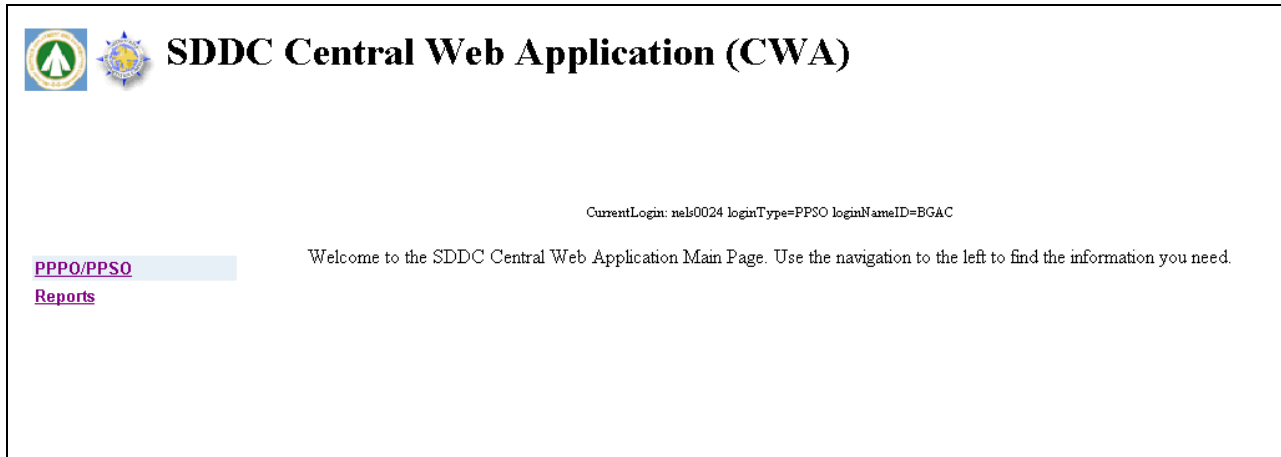
Figure 2-36. CWA Main Page Screen
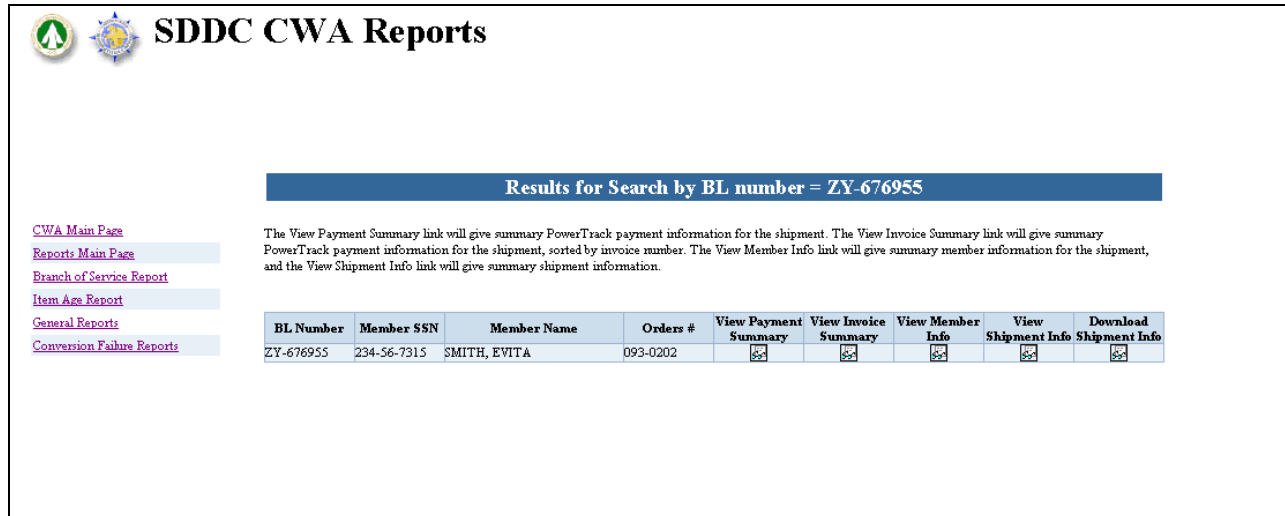
2.3.2   Reports Main Page

Click on the link _Reports Main Page_. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Status.

Figure 2-37. Reports Main Page Screen

2.3.2.1   Search by BL Number

Enter BL number and press **[Search]**. This link provides five reports: View Payment Summary, View Invoice Summary, View Member Information, View Shipment Information and Download Shipment Information.

Figure 2-38. Search Results by BL Number Screen

Example 1: Click on the link _View Payment Summary_ to view shipment payment summary report.

Figure 2-39. View Payment Summary Screen

Example 2: Click on the link *View Invoice Summary* to view invoice information.

Figure 2-40. View Invoice Summary Screen

Example 3: Click on the link *View Member Information* to view member information.

Figure 2-41. View by Member Information Screen

Example 4: Click on the link _View Shipment Information_ to view shipment detailed report.

Shipment Info Report

BL Number:	ZY-101417	TP SCAC:	APMF
Origin GBLOC:	LKNQ	Destination GBLOC:	BGAC

Delivery Date:		Mon Aug 04 00:00:00 EDT 2003
Delivered To (Storage/Residence):		Residence
TP Percent of Solicitation:		RS D-7 74%

Shipment Locations:

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	WASHINGTON	DC	DIST OF COLUMBIA	20001	US24	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	ARLINGTON	VA	ARLINGTON	22201		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	WOODBRIDGE	VA	PRINCE WILLIAM	22194	US25	US

Shipment SIT Information:

SIT Location:	COLEMAN AMERICAN MOVING SERVICES,INC
SIT Storage ID:	2593
Date In:	Mon Aug 04 00:00:00 EDT 2003
Date Out:	Mon Aug 18 00:00:00 EDT 2003
Days Authorized:	90
SIT Control Number:	3216058
Split Portion Number:	0

Shipment Weights:

Shipment Net Weight	3040
Entitlement Weight	12500
Professional Books Weight	0

Member Information:

Member Name	SMITH, EVITA
SSN	234-56-7315
Order Number	093-0202
Rank	SPCA
Service Code	A

Line Of Accounting Information:

TAC:	N3G3
MDC:	
Account Classification (zzLOA):	
FA2 LOA:	Not Applicable Currently
SDN:	Not Applicable Currently

Payment Information:

PowerTrack Last Payment Date:

Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Fuel Surcharge/Other Surcharges:	0.00
Total Shipment Cost:	0.00

Figure 2-42. View Shipment Information Screen

Example 5: Download Shipment Information Report.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your personal computer (PC) and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-43. Download Shipment Information Report Screen

Figure 2-44. Shipment Information Report in Microsoft Excel Screen

2.3.3   Branch of Service Report

This page provides three reports: Branch of Service Report, Detailed Branch of Service Report and Download Branch of Service Report.

Figure 2-45. Branch of Service Report Screen

Example 1: Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Submit Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (2004-01-12 to 2004-08-13)

This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)

	PowerTrack Paid
Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Total Other Cost (Surcharges):	0.00
Total Shipment Cost:	0.00

Figure 2-46. Search Results by Branch of Service Screen

Example 2: View detailed Branch of Service Report.

Select Branch of Service and the payment date range period from the drop down windows and click the **[View Detailed Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (12-Jan-2004 to 12-May-2004)

This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)

	Total PowerTrack Paid
Grand Total Linehaul:	0.00
Grand Total SIT Cost:	0.00
Grand Total Accessorials (Excluding SIT):	0.00
Grand Total Other Cost (Surcharges):	0.00
Grand Total Shipment Cost:	0.00

Figure 2-47. View Detailed Branch of Service Report Screen

Example 3: Download Branch of Service Report.

Select Branch of Service and the payment date range period from the drop down windows and click the **[Download Branch of Service Report]** button.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] on your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-48. Download Branch of Service Report Screen

Figure 2-49. Branch of Service Report in Microsoft Excel Screen

2.3.4   Item Age Report

Enter the PPSO GBLOC code that you wish to generate the report for and then click the **[Submit]** button.

Note: This report provides the number of days each item was pending while awaiting PPSO action.

Figure 2-50. Item Age Report Screen

Example: Item Age Report for PPSO BGAC

This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days and Items Older Than 21 Days.

Figure 2-51. Item Age Report for PPSO Screen

2.3.5   General Reports

Click on the link *Shipment Actual vs. Weight Report*. This report summarizes the total member estimated weight versus actual shipment weight.
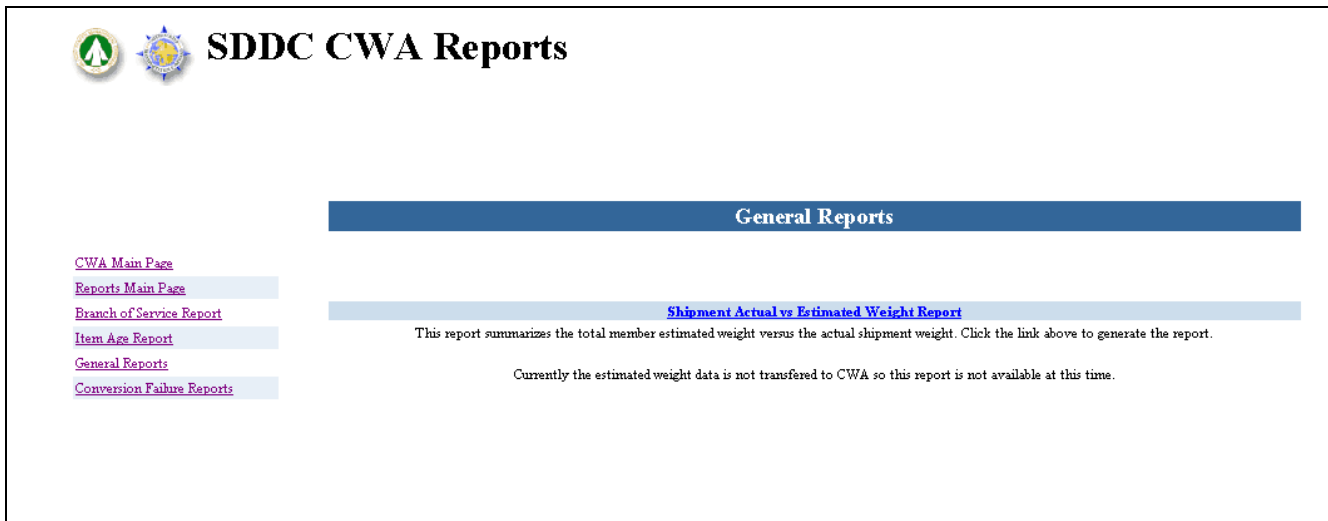
Figure 2-52. General Reports Screen

2.3.5.1   Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.
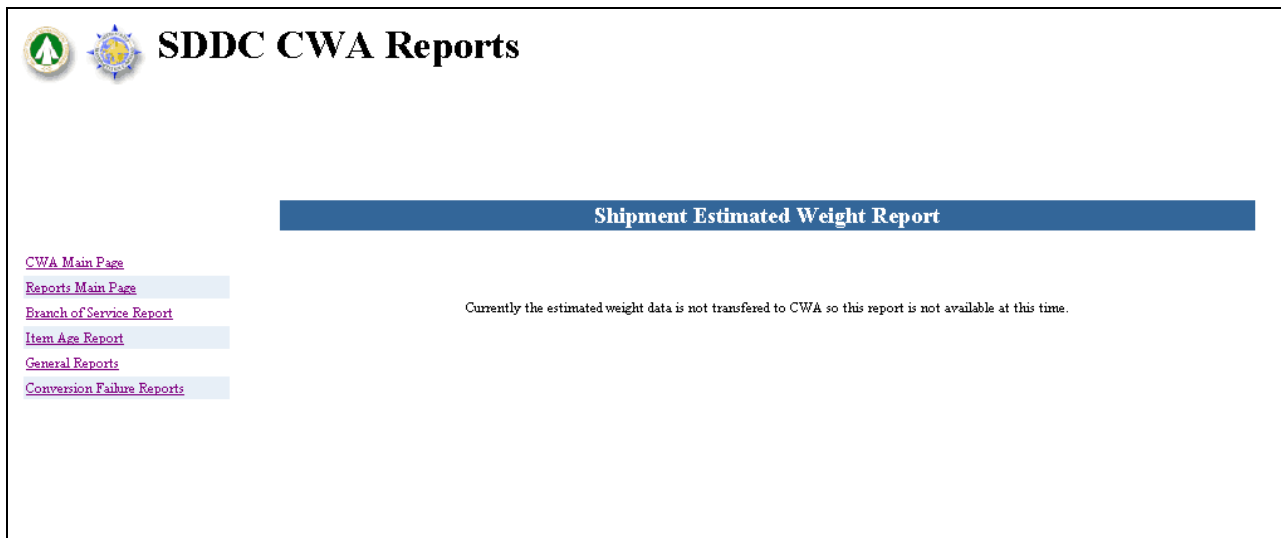
Figure 2-53. Shipment Estimated Weight Report Screen

2.3.6   Conversion Failure Reports

Note: This report is currently not available.

Figure 2-54. Conversion Failure Reports Screen

2.4 DOD MASTER PAGES

2.4.1 CWA Welcome Page

Once you have gone through the ETA system and entered your User ID and Password for the CWA, the *CWA Welcome Page* is displayed.
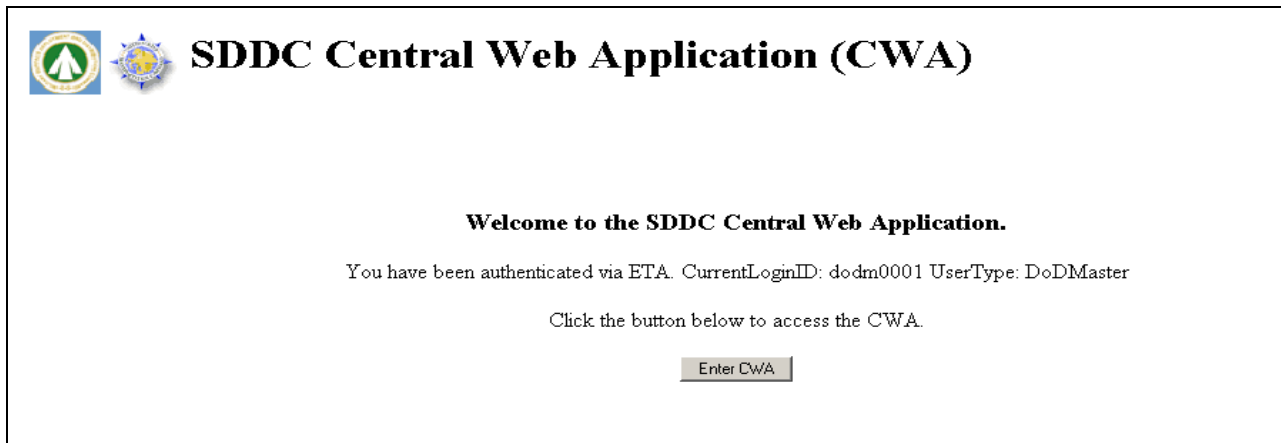
Figure 2-55. CWA Welcome Screen

2.4.2 Log in as a DoD Master

Once you log into CWA and click on the **[Enter CWA]** button, the DoD Master Page will be displayed.

Figure 2-56. DoD Master Login Screen

2.4.3   PPSO Main Page

Once you click on the *PPPO/PPSO* link, PPSO Main Page will be displayed.
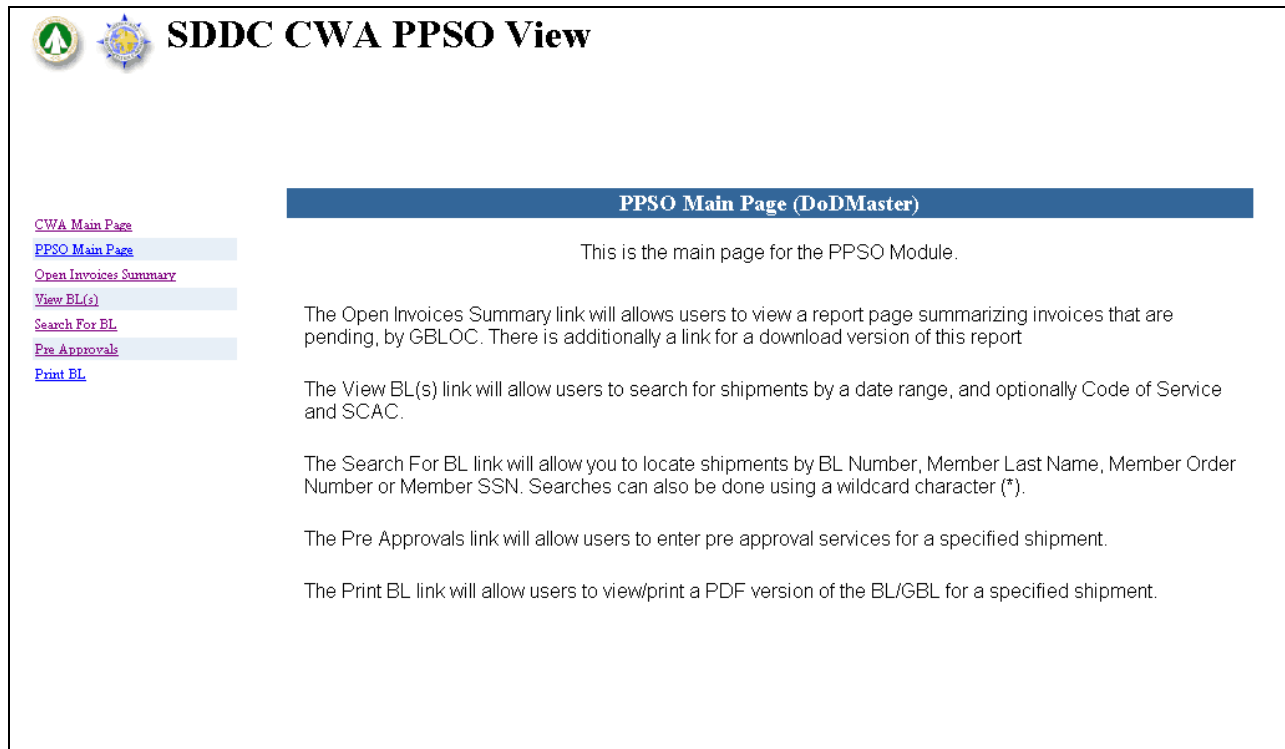
Figure 2-57. PPSO Main Page Screen

2.4.4   Open Invoices Summary

The *Open Invoices Summary* link allows users to view a report page summary of invoices that are pending. Select the "Web View of the Report" radio button and click the **[Submit Report]** button. Users are also able to download this report into an Excel spreadsheet by selecting the "Download Report" radio button and clicking the **[Submit Report]** button.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-58. Open Invoices Summary Screen

Example 1: Web View of Report

Figure 2-59. Web View of Report Screen

Example 2: Download Report

Figure 2-60. Download Report Screen

Figure 2-61. Report in Microsoft Excel Screen

2.4.5   View BL(s)

Click on the link *View BL(s)* to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipments report by Code of Service and/or SCAC, if desired.

Figure 2-62. View BL(s) Screen

Example: View BL(s) by Status Date

Select the "Status Date" and the date range from the drop down windows and click the **[Get Shipments]** button.

Figure 2-63. View BL(s) by Status Date Screen

2.4.6   Search for BL

Click on the link *Search for BL* to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Number.

Figure 2-64. Search for BL Screen

2.4.6.1   Search Results by Member Last Name

Enter Member's last name and click the **[Search]** button.

Figure 2-65. Search Results by Member Last Name Screen

Example 1: View Items.

Click on the link *View Items* to view shipment services and charges. This is a read-only option.

Figure 2-66. View Items Screen

Example 2: Edit Items

Click on the link *Edit Items* to edit shipment services and charges. This is an option to make changes.

Note: For more information on *Edit Items* link, refer to Section 2.2.3.1.

Shipment Services and Charges

Services which are approved have been requested and performed.

BL Number:	ZY-676955	Customer Name:		SMITH, EVITA		TP SCAC:	STVF
Refresh Page	Return To Search Results	Shipment Line Of Accounting		Divert Shipment		Long Delivery	Help

🔒 Unlock Shipment   ✉ TP Shipment Note   ✎ PPSO Shipment Note

☐ Storage at a more distant facility was approved for transportation provider convenience.

☐ Requested copies of DD619/619-1 from TP.

Shipment Type / Code Of Service: dHHG / 1A

TP Percent of Solicitation: RS D-8 178%   PickupDate: Thu Apr 29 00:00:00 EDT 2004

View SIT Info

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	FORT HOOD	TX	BELL	76544	US66	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	FT. HOOD	TX	BELL	76544		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	BALTIMORE	MD	BALT CITY	21206	US23	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	BALTIMORE	MD	BALT CITY	21203		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	BALTIMORE	MD	BALT CITY	21206		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	FT. HOOD	TX	BELL	76544		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	BALTIMORE	MD	BALT CITY	21203		US

✉ Sort By PPSO   ✉ Sort By Invoice   ✉ Show Only OriginPPSO Services   ✉ Show Only DestinationPPSO Services

Invoice Number: 0463631J

Linehaul Charges

Set Approval	Current Approval Status	ItemCode	Description	TP Net Weight (Bill Weight)	TOPS Net Weight	TP Miles	DTOD Miles	Reweigh	Locations	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
○ Approved ○ Disputed ○ Denied	PENDING	LHS	Line Haul Charge	27 (27)	503.8	1502	1509	Enter Reweigh	PRIPCK - PRIDLV	2491.83	0		✎	

Accessorial Services/Charges

Set Approval	Current Approval Status	Item PreApproved	ItemCode	Description	Location(s)	Units - Quantities	DTOD Miles	Invoice Amount	CWA Cost	EDI Notes	Messages	PowerTrack Sent Date
○ Approved ○ Disputed ○ Denied	PENDING		100B	Pak Reg Dishpak	PRIPCK	Qty 1		31.42	0		✎	
○ Approved ○ Disputed ○ Denied	PENDING		100C	Pak Reg Ctn <3.0 Cuft	PRIPCK	Qty 4		28.84	0		✎	
○ Approved ○ Disputed ○ Denied	PENDING		100D	Pak Reg Ctn 3.0 Cuft	PRIPCK	Qty 29		325.09	0		✎	

Figure 2-67. Edit Items Screen

2.4.7 Pre Approvals

Click on the link *Pre Approvals* to view pre-approvals for PPSO. This link provides two search options: by Pickup and by Delivery. Enter BL Number, select the "Pickup" or "Delivery" radio button and click the **[Submit]** button.

Figure 2-68. Pre Approvals Screen

Example 1: Search by Pickup

Enter BL number, check the "Pickup" radio button and click the **[Submit]** button.

Select	Service Code	Description	Unit of Measure
☐	100Q	Pak Reg Crate	Cubic Feet
☐	100R	Crate Min Chg	Quantity
☐	100S	Pak OT Carton Dbl < 4.0 C	Quantity
☐	100T	Pak Reg Carton Dbl < 7.0	Quantity
☐	100U	Pak Reg Carton Dbl < 15 C	Quantity

Gov Cntrs

Select	Service Code	Description	Unit of Measure
☐	153B	Gov Ctnrs:Aux Vehcl	Total Hours
☐	153C	Gov Ctnrs:Lab Reg	Total Hours
☐	153D	Gov Ctnrs:Lab OT	Total Hours
☐	153E	Gov Ctnrs:Lab AK	Total Hours

Labor

Select	Service Code	Description	Unit of Measure
☐	101A	Labor Reg	Total Hours
☐	101B	Labor OT	Total Hours
☐	101C	Labor AK	Total Hours

Overtime Load/Unload

Select	Service Code	Description	Unit of Measure
☐	120A	OT Load/Unload	Total Hours

Overtime Pack/Unpack

Select	Service Code	Description	Unit of Measure
☐	121A	Overtm Pack/Unpack	Total Hours

Att Del-Sit

Select	Service Code	Description	Unit of Measure
☐	108A	Att Del-Sit: 1-30 mi	Net Weight
☐	108G	Att Del-Sit: Over 30 mi	Net Weight
☐	108B	Att Del-Sit:Whse Handling	Net Weight
☐	108C	Att Del-Sit:WaitTm Vehicl	Total Hours
☐	108D	Att Del-Sit:Wait Tm Reg	Total Hours
☐	108E	Att Del-Sit:Wait Tm OT	Total Hours
☐	108F	Att Del-Sit:Wait Tm AK	Total Hours

Att Pup/Del

Select	Service Code	Description	Unit of Measure
☐	109A	Att Pup/Del:Vehicle	Total Hours
☐	109B	Att Pup/Del:Lab Reg	Total Hours
☐	109C	Att Pup/Del:Lab OT	Total Hours
☐	109D	Att Pup/Del:Lab AK	Total Hours

Wait Time

Select	Service Code	Description	Unit of Measure
☐	115A	Wait Tm:Vehicle	Total Hours
☐	115B	Wait Tm:Lab Reg	Total Hours
☐	115C	Wait Tm:Lab OT	Total Hours
☐	115D	Wait Tm:Lab AK	Total Hours

Reweighs

Select	Service Code	Description	Unit of Measure
☐	125A	Reweigh Fee	Quantity

Extra Pickup/Delivery

Select	Service Code	Description	Unit of Measure
☐	105B	Extra Delivery	Quantity
☐	105A	Extra Pickup	Quantity
☐	105C	Extra Delivery From SIT	Quantity

Aux Service/Vehicle

Select	Service Code	Description	Unit of Measure
☐	110A	Auxilliary Vehicle	Total Hours
☐	110B	Aux Svc:Lab Reg	Total Hours
☐	110C	Aux Svc:Lab OT	Total Hours
☐	110D	Aux Svc:Lab AK	Total Hours

Appliance Service

Select	Service Code	Description	Unit of Measure
☐	135B	Appl Serv Lab: Reg	Total Hours
☐	135C	Appl Serv Lab: OT	Total Hours
☐	135D	Appl Serv Lab: AK	Total Hours

SIT Days/Warehouse

Select	Service Code	Description	Unit of Measure
☐	145A	SIT 1st Day	Net Weight
☐	145B	SIT Addtl Day	Total Days
☐	145C	Whse Handling	Net Weight

SIT Pup/Del

Select	Service Code	Description	Unit of Measure
☐	PDS	SIT Pup/Del	Net Weight

Third Party Service

Select	Service Code	Description	Unit of Measure
☐	TPS	Third Party Service	Flat Rate

Submit Services

Figure 2-69. Search by Pickup Screen

Note: Select the pre approval items that the TP has requested and click the **[Submit Services]** button.

Example 2: Search by Delivery

Enter BL number, check the "Delivery" radio button and click the **[Submit]** button.

Figure 2-70. Search by Delivery Screen

2.4.8   Print BL

To print a copy of a BL, click on the *Print BL* link, enter the BL number and click the **[Submit]** button.

Note: If you do not have Acrobat Reader installed, click on the link *Click Here* and follow the instructions on the screen.

Figure 2-71. Print BL Screen

2.4.9   Audit Pages

Once you enter CWA, click on the *Audit* link on the CWA Main page to go to the Audit Trail Page.
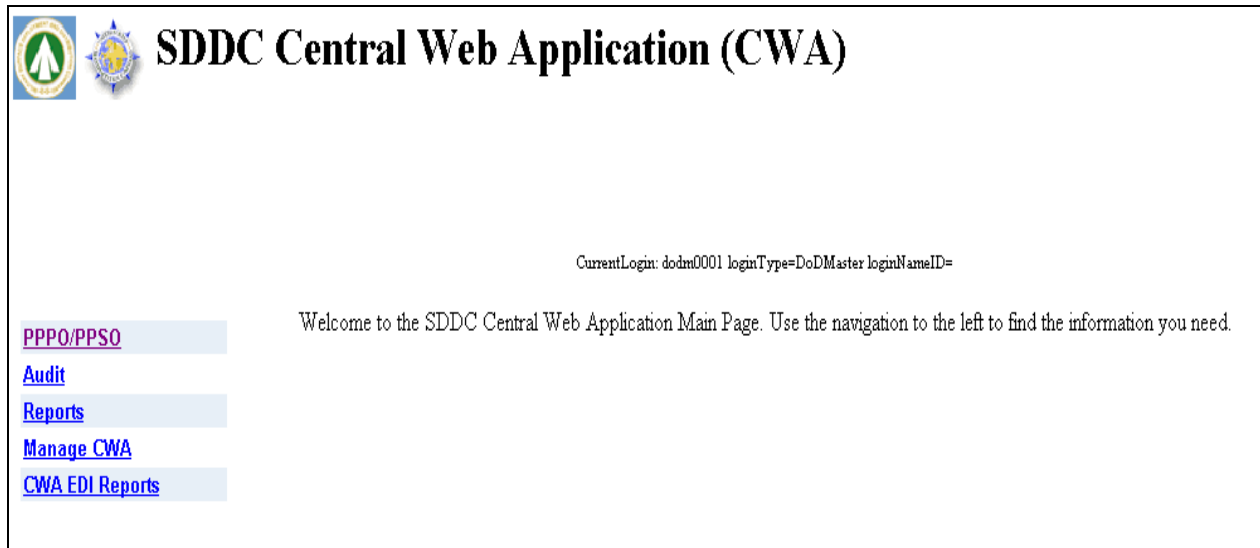
Figure 2-72. CWA Main Page Screen

2.4.9.1   Audit Trail Main Page
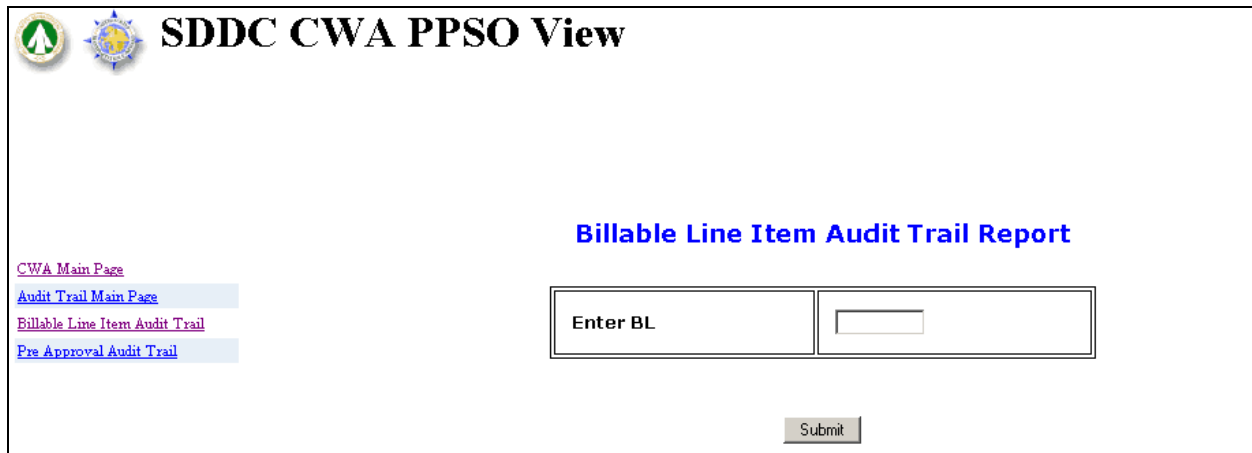
Once the user clicks on the *Audit* link, the Audit Trail Main Page will be displayed.
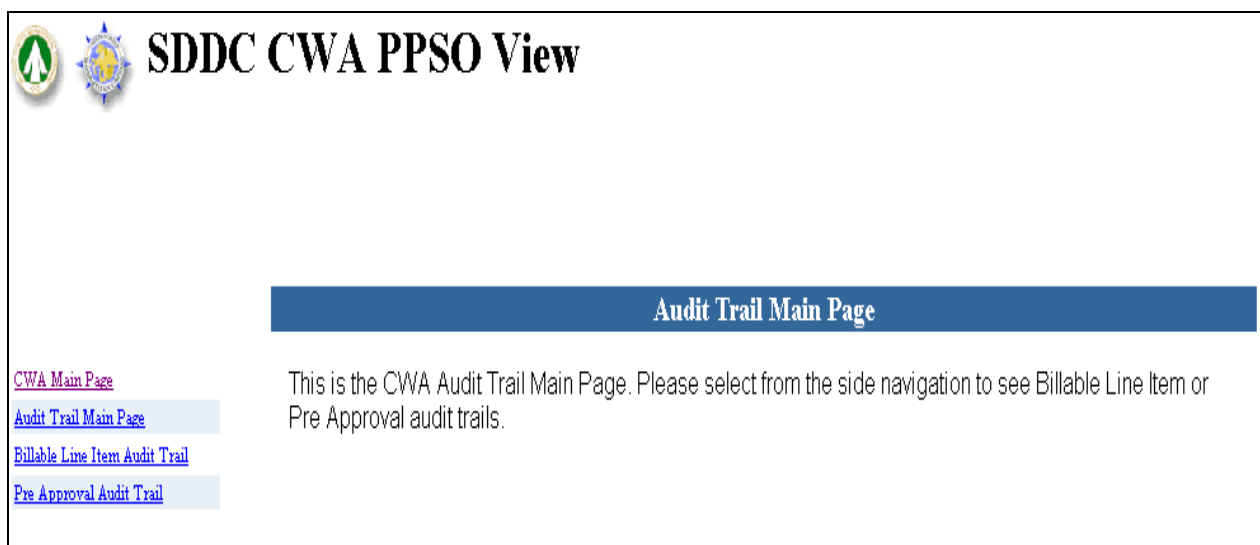
Figure 2-73. Audit Trail Main Page Screen

2.4.9.2 Billable Line Item Audit Trail

Click on the link *Billable Line Item Audit Trail*, enter BL number and click the **[Submit]** button.
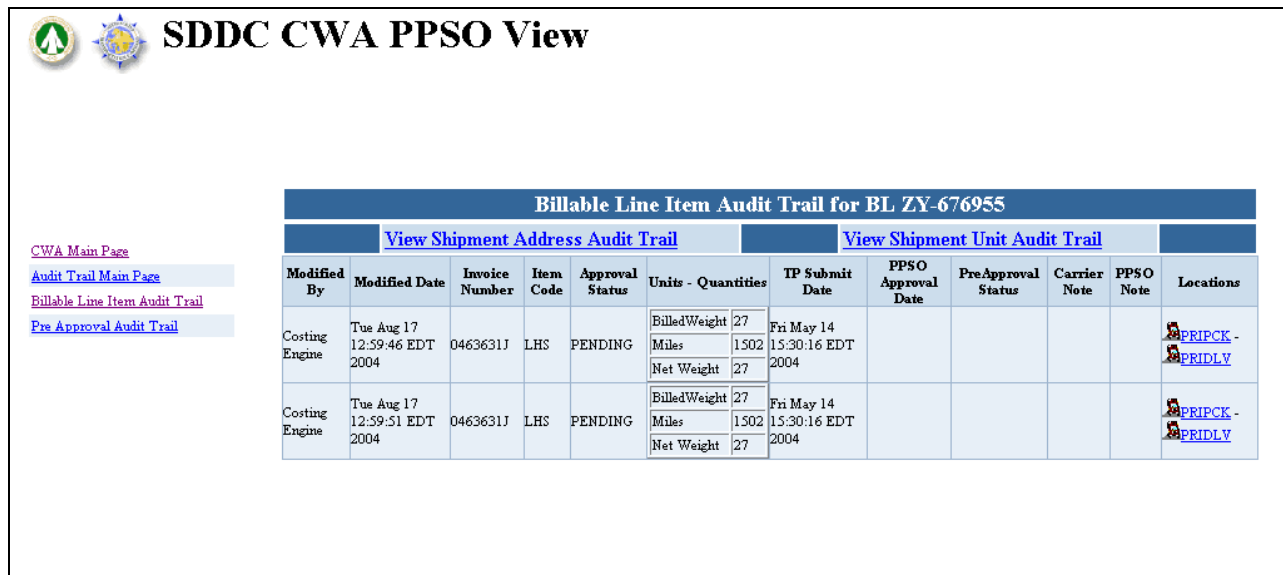
Figure 2-74. Billable Line item Audit Trail Screen

Note: Billable Line Item Audit Trail is a tool to view every single action taken for a particular line item. Edited items appear shaded and are displayed in red on the screen. This page provides two additional audit trails: View Shipment Address Audit Trail and View Shipment Unit Audit Trail.

Figure 2-75. Search Results by BL Number Screen

Figure 2-76. View Shipment Address Audit Trail Screen

Figure 2-77. View Shipment Unit Audit Trail Screen

2.4.9.3 Pre Approval Audit Trail

Click on the *Pre Approval Audit Trail* link, enter BL number and click the **[Submit]** button.
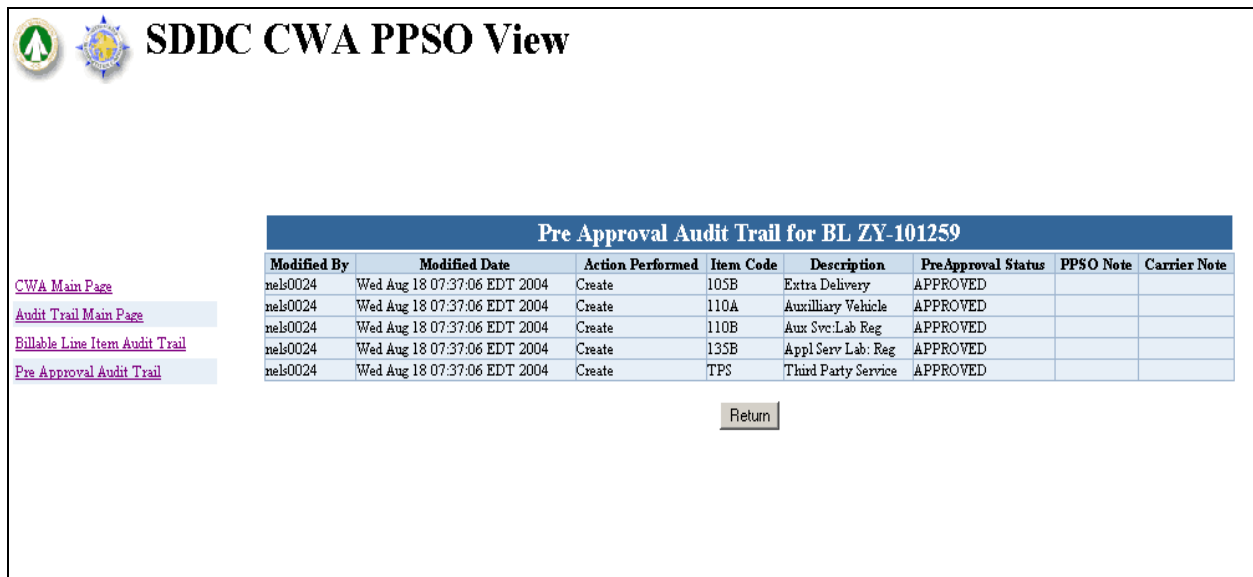
Figure 2-78. Pre Approval Audit Trail Screen

Example: Search by BL Number

Figure 2-79. Search Results by BL Number Screen

2.4.10 Reports

2.4.10.1 CWA Main Page

Click on the link *Reports* to access the Reports Page.

Figure 2-80. CWA Main Page Screen

2.4.10.2 Reports Main Page

Click on the link *Reports Main Page*. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Status.
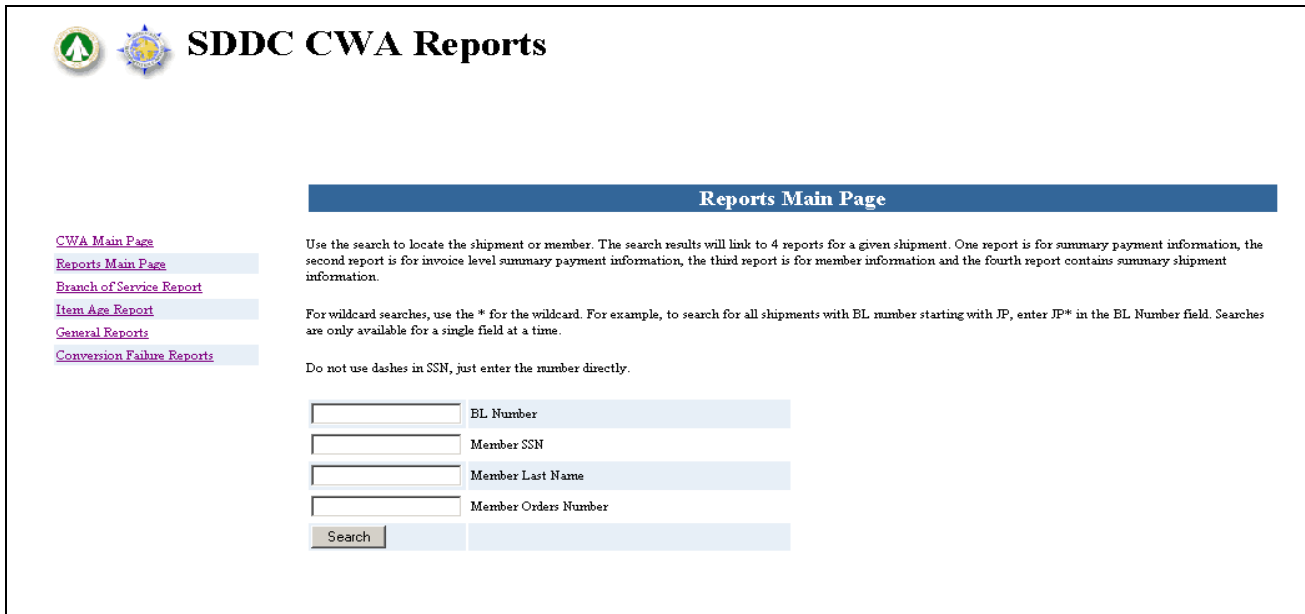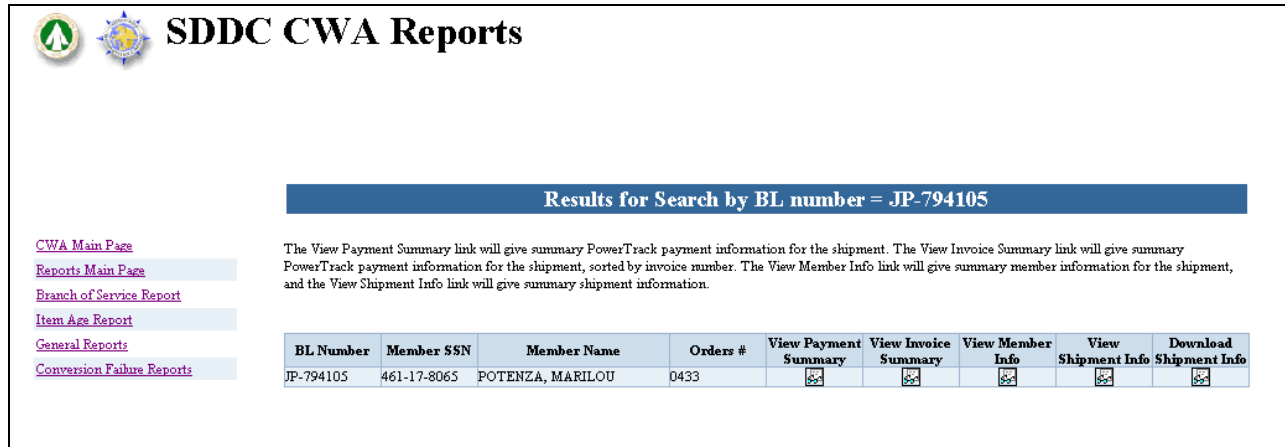
Figure 2-81. Reports Main Page Screen

2.4.10.3 Search by BL Number

Enter BL number and click the **[Search]** button. This link provides five reports: View Payment Summary, View Invoice Summary, View Member Information, View Shipment Information and Download Shipment Report.

Figure 2-82. Search Results by BL Number Screen

Example 1: Click on the link *View Payment Summary* to view shipment payment summary report.

Figure 2-83. View Payment Summary Screen

Example 2: Click on the link *View Invoice Summary* to view invoice information.

Figure 2-84. View Invoice Summary Screen

Example 3: Click on the link *View Member Information* to view member information.

Figure 2-85. View by Member Information Screen

Example 4: Click on the link *View Shipment Information* to view shipment detailed report.

Shipment Info Report

BL Number:	ZY-101417	TP SCAC:	APMF
Origin GBLOC:	LKNQ	Destination GBLOC:	BGAC

Delivery Date:	Mon Aug 04 00:00:00 EDT 2003
Delivered To (Storage/Residence):	Residence
TP Percent of Solicitation:	RS D-7 74%

Shipment Locations:

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	WASHINGTON	DC	DIST OF COLUMBIA	20001	US24	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	ARLINGTON	VA	ARLINGTON	22201		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	WOODBRIDGE	VA	PRINCE WILLIAM	22194	US25	US

Shipment SIT Information:

SIT Location:	COLEMAN AMERICAN MOVING SERVICES,INC
SIT Storage ID:	2593
Date In:	Mon Aug 04 00:00:00 EDT 2003
Date Out:	Mon Aug 18 00:00:00 EDT 2003
Days Authorized:	90
SIT Control Number:	3216058
Split Portion Number:	0

Shipment Weights:

Shipment Net Weight	3040
Entitlement Weight	12500
Professional Books Weight	0

Member Information:

Member Name	SMITH, EVITA
SSN	234-56-7315
Order Number	093-0202
Rank	SPCA
Service Code	A

Line Of Accounting Information:

TAC:	N3G3
MDC:	
Account Classification (zzLOA):	
FA2 LOA:	Not Applicable Currently
SDN:	Not Applicable Currently

Payment Information:

PowerTrack Last Payment Date:

Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Fuel Surcharge/Other Surcharges:	0.00
Total Shipment Cost:	0.00

Figure 2-86. View Shipment Information Screen

Example 5: Download Shipment Information Report

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] on your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-87. Download Shipment Information Report Screen

Figure 2-88. Shipment Information Report in Microsoft Excel Screen

2.4.10.4 Branch of Service Report

This page provides three reports: Branch of Service Report, Detailed Branch of Service Report and Download Branch of Service Report.

Figure 2-89. Branch of Service Report Screen

Example: Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Submit Branch of Service Report]** button.

Figure 2-90. Search Results by Branch of Service Screen

Example 2: View Detailed Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[View Detailed Branch of Service Report]** button.

Figure 2-91. View Detailed Branch of Service Report Screen

Example 3: Download Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Download Branch of Service Report]** button.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] on your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-92. Download Branch of Service Report Screen

Figure 2-93. Branch of Service Report in Microsoft Excel Screen

2.4.10.5 Item Age Report

Enter the PPSO GBLOC code that you wish to generate the report for and then click the **[Submit]** button.

Note: This report provides the number of days each item was pending while awaiting PPSO action.

Figure 2-94. Item Age Report Screen

Example: Item Age Report for PPSO BGAC

This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days and Items Older Than 21 Days.

Figure 2-95. Item Age Report for PPSO Screen

2.4.10.6 General Reports

Click on the link *Shipment Actual vs. Weight Report*. This report summarizes the total member estimated weight versus actual shipment weight.
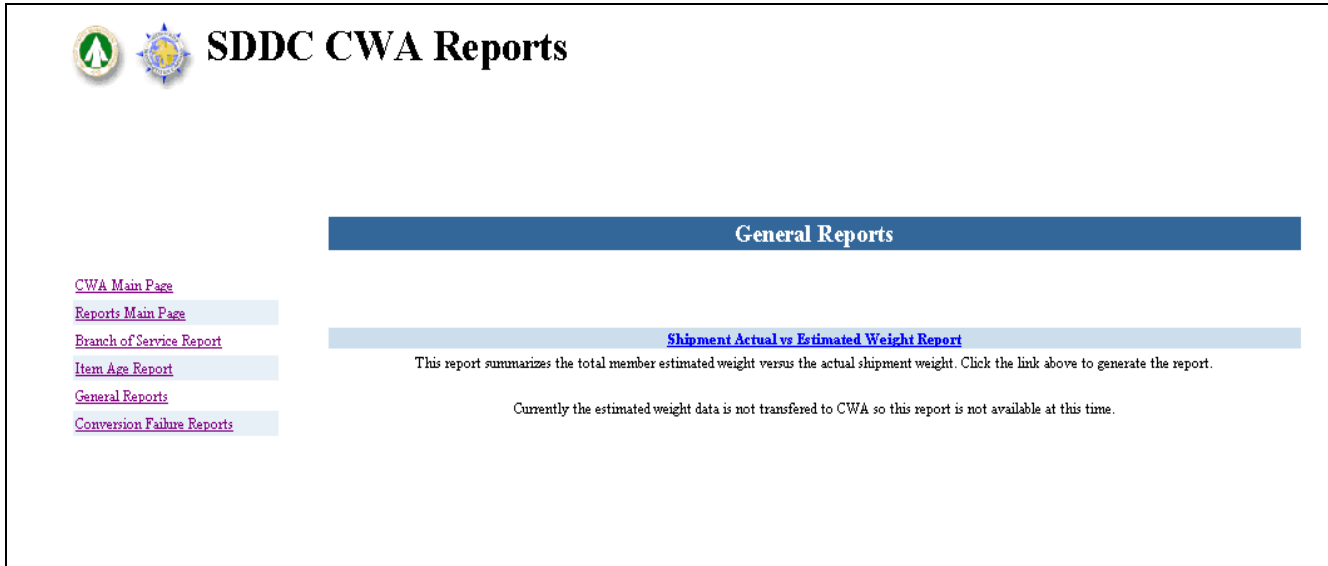
Figure 2-96. General Reports Screen

Example: Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.
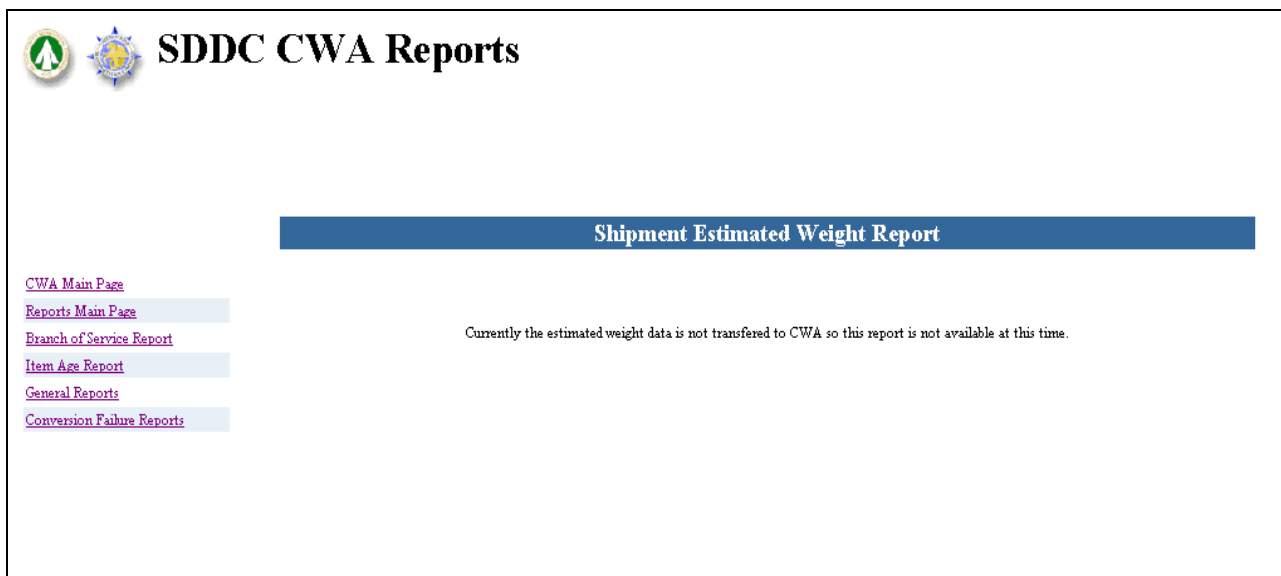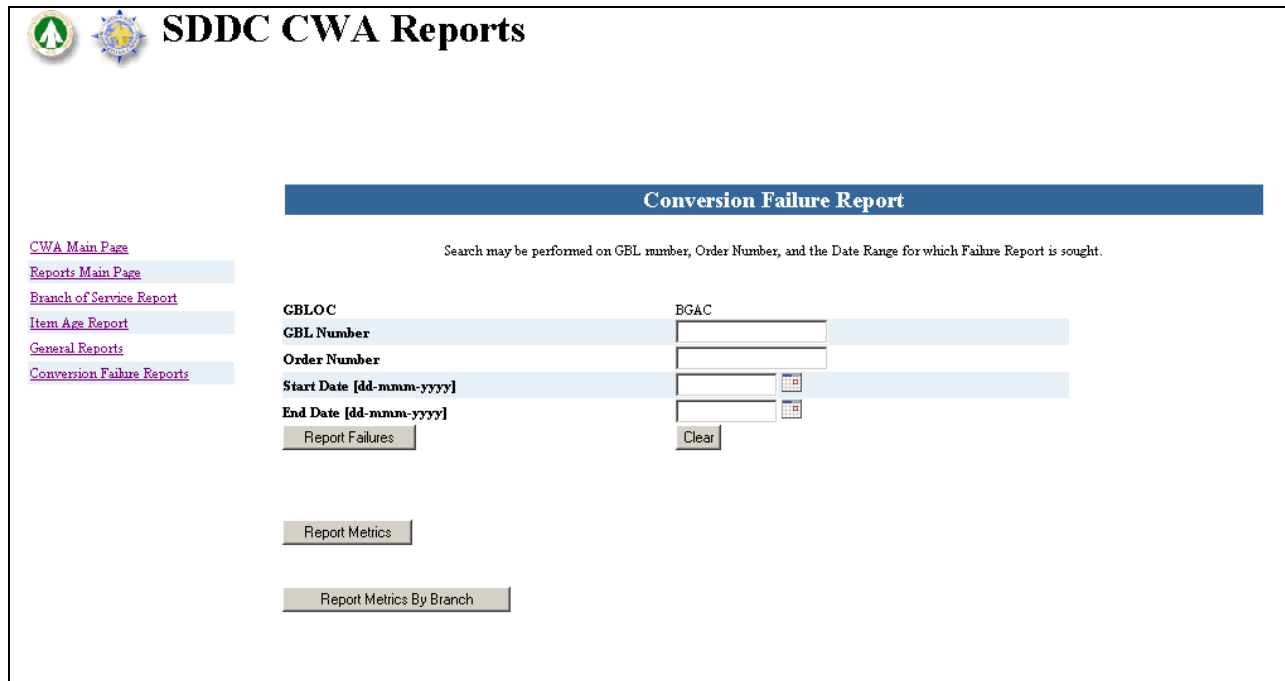
Figure 2-97. Shipment Estimated Weight Report Screen

2.4.10.7 Conversion Failure Reports

Note: This report is currently not available.
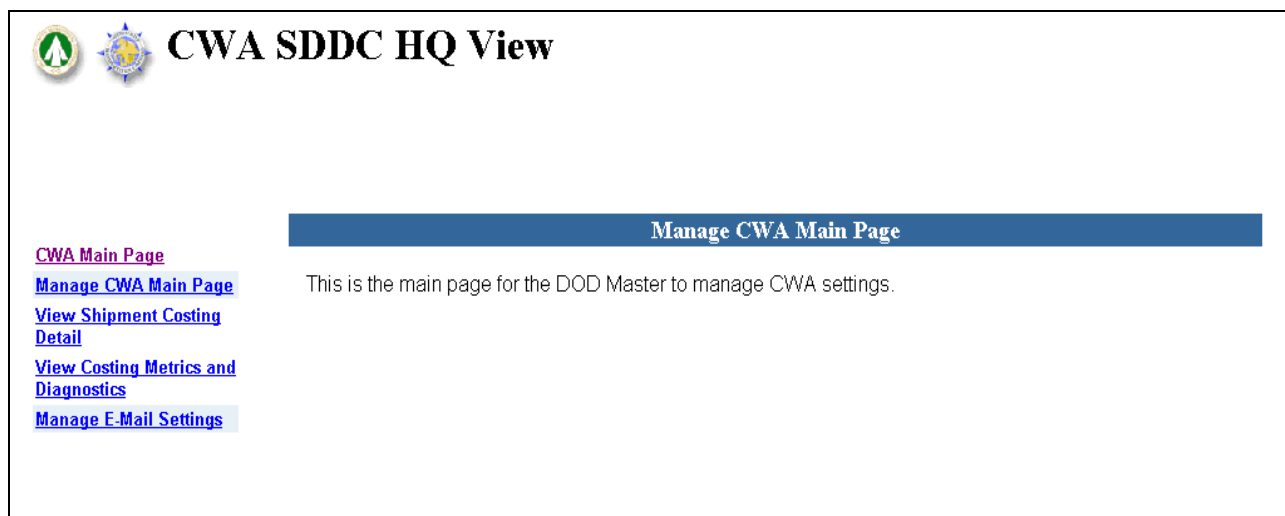
Figure 2-98. Conversion Failure Reports Screen

2.4.11 Manage CWA

To access Manage CWA Pages, go to the CWA Main Page and click the *Manage CWA* link.

Figure 2-99. Manage CWA Main Page Screen

2.4.11.1 View Shipment Costing Detail

Click on the *View Shipment Costing Detail* link to view Shipment Detail report.

Figure 2-100. View Shipment Costing Detail Screen

Example: Enter the BL number and click the **[Submit]** button.

Figure 2-101. Search Results by BL Number Screen

2.4.11.2 View Costing Metrics and Diagnostics

Click on the *View Costing Metrics and Diagnostics* link to view the Costing Engine Diagnostics – Expert – Main Page.

Figure 2-102. View Costing Metrics and Diagnostics Screen

Example: View Diagnostics

Select the start date and the number of days from the drop down windows, enter GBLOC (optional) and/or SCAC (optional) and click the **[Submit]** button.

Figure 2-103. Costing Engine Errata Detail Report Screen

Example 2: View Metrics

Select the start date and the number of days from the drop down windows, enter GBLOC (optional) and/or SCAC (optional) and click the **[Submit]** button.

Figure 2-104. Costing engine Diagnostic Metrics Report Screen

2.4.11.3 Manage Email Settings

Select the email profile, check the appropriate schedule for the email reminder and click the **[Save Schedule Changes]** button. Next, click on the organization code to edit the email recipients.

Note: The email reminder will be sent to every organization according to the selected schedule.

Figure 2-105. Manage Email Settings Screen

2.4.12 CWA EDI Reports Main Page

To access CWA EDI Reports Pages, go to the CWA Main Page and click the *CWA EDI Reports* link.
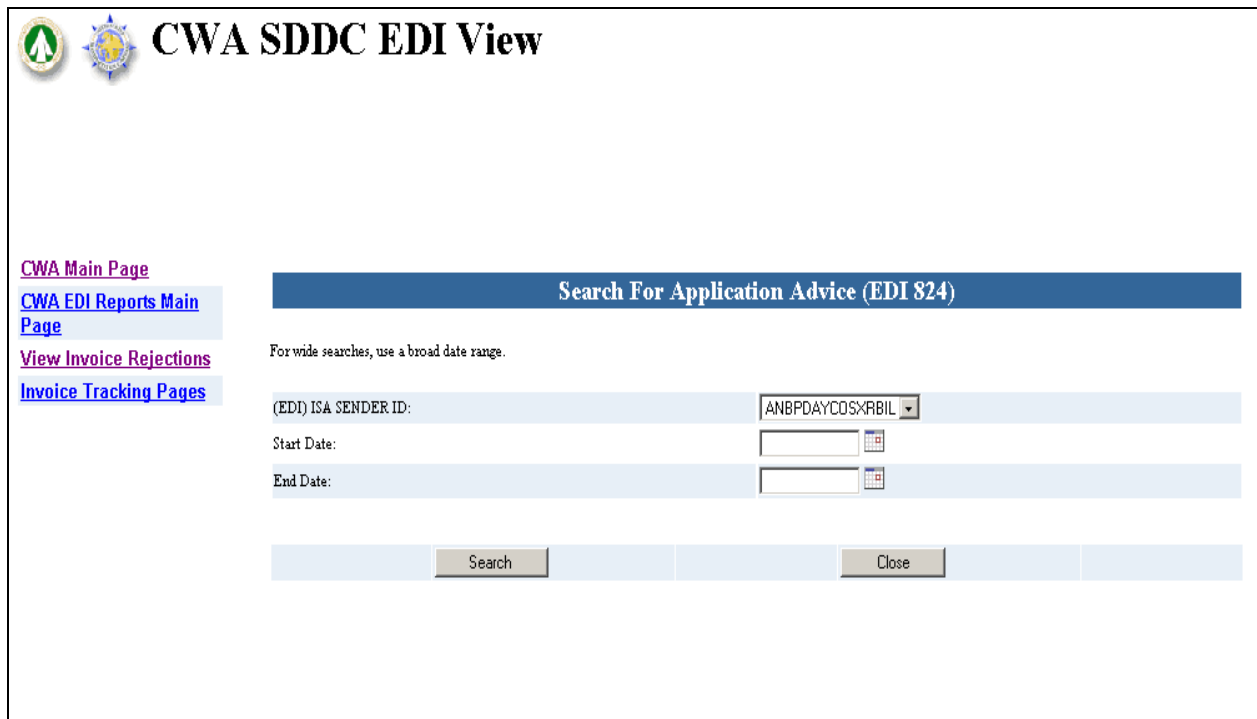
Figure 2-106. CWA EDI Reports Main Page Screen

2.4.12.1 View Invoice Rejections

Click on the *View Invoice Rejections* link to access invoice rejections page.

Figure 2-107. View Invoice Rejections Screen

Example: Search for Application Advice (EDI 824)

Select (EDI) ISA Sender ID from the drop down window, select the date range and click the **[Search]** button.

Index	Invoice [BGN:0127:13]	Advice Date [BGN:0373]	Invoice Date [OTI:0373:2]	Group Ctrl Num [OTI:0028]	Trans Set Ctrl Num [OTI:0329]
1	IV2ZY631724S	03/03/2004	03/03/2004	111	00003
2	IV2ZY021995S	03/03/2004	03/03/2004	111	00004
3	IV2ZY604588S	03/03/2004	03/03/2004	111	00005
4	ST2ZY677201X	03/04/2004	03/04/2004	112	00004
5	ST2JP846459X	03/04/2004	03/04/2004	113	00001
6	ST2ZY606149W	03/11/2004	03/11/2004	125	00001
7	ST2ZY606149V	03/11/2004	03/11/2004	126	00001
8	ST2ZY606150V	03/11/2004	03/11/2004	126	00002
9	ST2ZY606150V	03/11/2004	03/11/2004	126	00002
10	ST2ZY606149V	03/12/2004	03/11/2004	126	00001
11	ST2ZY606150V	03/12/2004	03/11/2004	126	00002
12	PREZY653102	03/17/2004	03/17/2004	129	00004

Figure 2-108. Search for Application Advice (EDI 824) Screen

2.4.12.2 Invoice Tracking Pages

Click on the *Invoice Tracking Pages* link to search for invoices.

Figure 2-109. Invoice Tracking Pages Screen

Example: Search for Invoices

Enter invoice number, select the date range and click the **[Search]** button.

Type	Count	Description	
Rejected Invoices:	1	Invoices which failed validation and were rejected via (EDI) 824 and not allowed into the system.	View Details
Unprocessed Invoices:	0	Invoices which were successfully validated but encountered an internal error. These invoices are 'suspended' and will not be further processed without manual intervention	
Accepted Invoices:	0	Invoices which have been accepted into the system	
Sent Invoices:	0	Invoices which where an (EDI) 858 has been generated and sent.	
Paid Invoices:	0	Invoices for which (EDI) 810 payment information has been received.	

Figure 2-110. Search for Invoices Screen

2.5   DOD READ ONLY

2.5.1   Login as a DoD Read Only

Once you enter CWA, click on the link *PPPO/PPSO* from the main menu on the left side of the screen.

SDDC Central Web Application (CWA)

CurrentLogin: dodr0001 loginType=DoDReadOnly loginNameID=

Welcome to the SDDC Central Web Application Main Page. Use the navigation to the left to find the information you need.

PPPO/PPSO
Audit
Reports
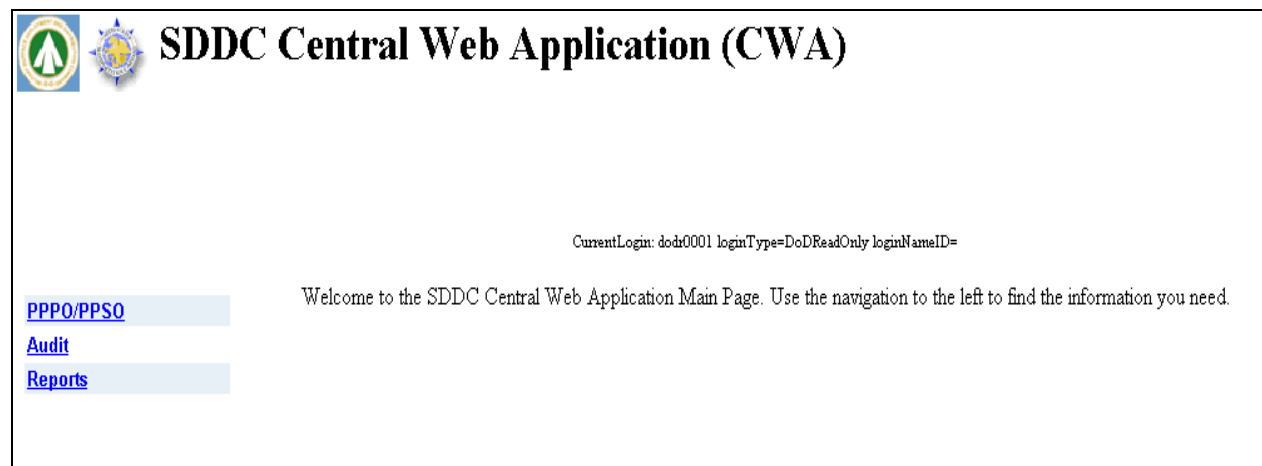
Figure 2-111. DoD Read Only Login Screen

2.5.2   PPSO Main Page

Once you click on the *PPPO/PPSO* link, the PPSO Main Page is displayed.

Figure 2-112. PPSO Main Page Screen

2.5.3   Open Invoices Summary

Click on the link *Open Invoices summary*. The *Open Invoices Summary* link allows users to view a report page summary of invoices that are pending. Select the "Web View of the Report" radio button and click the **[Submit Report]** button. Users are also able to download this report into an Excel spreadsheet by selecting the "Download Report" radio button and clicking the **[Submit Report]** button.
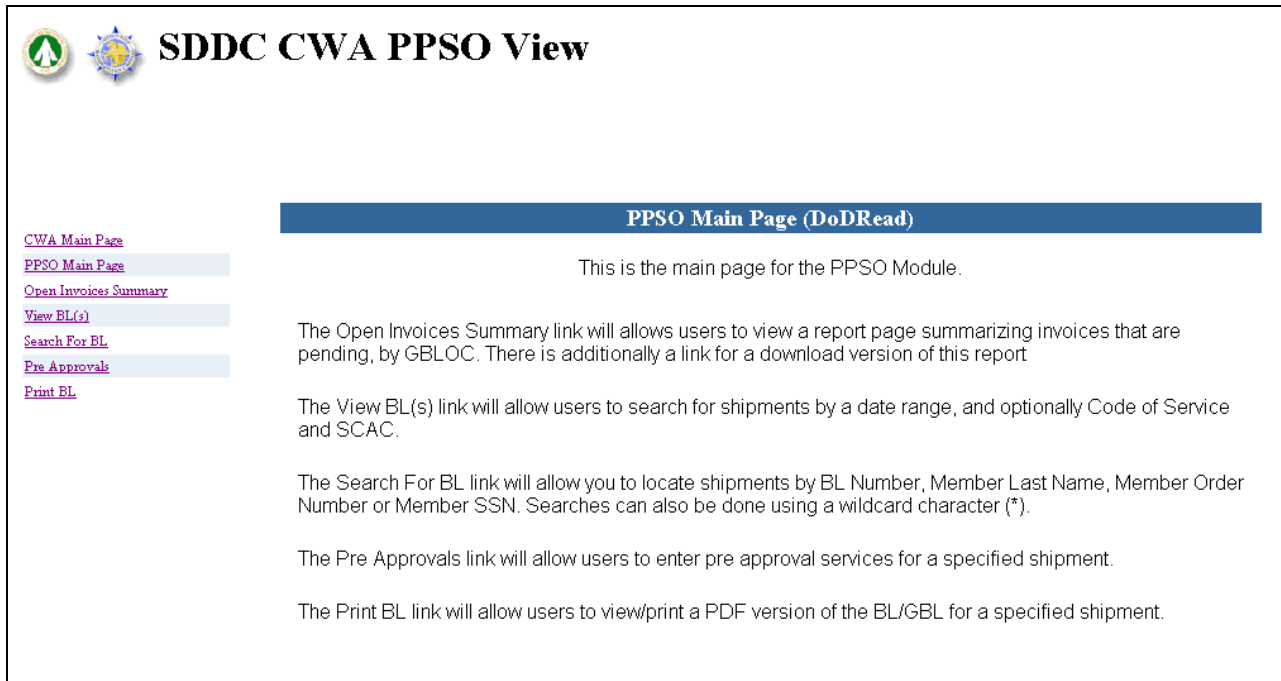
Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-113. Open Invoices Summary Screen

Example 1: Web View of Report

Select the "Web View of Report" radio button and click the **[Submit Report]** button.

Figure 2-114. Web View of Report Screen

Example 2: Download Report

Select the "Download Report" radio button and click the **[Submit Report]** button.

Figure 2-115. Download Report Screen

Figure 2-116. Download Report in Microsoft Excel Screen

2.5.4 View BL(s)

Click on the link *View BL(s)* to generate shipments report. Select one of the date types from the drop down window, enter the date range and click the **[Get Shipments]** button.

Note: In addition, the user can filter the shipments report by Code of Service and/or SCAC, if desired.

Figure 2-117. View BL(s) Screen

Example: View BL(s) by Status Date

Select the Status date and the date range from the drop down windows, enter SCAC (optional) and/or Code of Service (optional) and click the **[Get Shipments]** button.

Figure 2-118. View BL(s) by Status Date Screen

2.5.5   Search for BL

Click on the link *Search for BL* to search for a shipment. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Number.

Figure 2-119. Search for BL Screen

2.5.5.1   Search Results by Member Last Name

Example: Enter Member's last name and click **[Search]** button.

Figure 2-120. Search Results by Member Last Name Screen

2.5.5.2   View Items

Click on the link _View Items_ to view shipment services and charges.

Note: This is a read-only option.

Figure 2-121. View Items Screen

Example: Click on the link _Return to Search Results_ to view the Search Results Page.

Figure 2-122. Return to Search Results Screen

2.5.5.3   Edit Items

DoD Read Only users are not authorized to view *Edit Items* link. If you click on the *Edit Items* link, an error message, "Not authorized to edit this item" is displayed.

Figure 2-123. Edit Items Screen

2.5.6   Pre Approvals

Click on the link *Pre Approvals* to view pre-approvals for PPSO. This link provides two search options: by Pickup and by Delivery. Enter BL number, select the "Pickup" or "Delivery" radio button and click the **[Submit]** button.

Figure 2-124. Pre Approvals Screen

Example: Search by Pickup

Enter BL number, select the "Pickup" radio button and click the **[Submit]** button.

Figure 2-125. Search by Pickup Screen

2.5.7   Print BL

To print a copy of a BL, click on the *Print BL* link, enter the BL number and click the **[Submit]** button.

Note: If you do not have Acrobat Reader installed, click on the *Click Here* link and follow the instructions on the screen.

Figure 2-126. Print BL Screen

2.5.8   Audit Pages

2.5.8.1 CWA Main Page

Click on the *Audit* link on the CWA Main page to go to the Audit Pages.
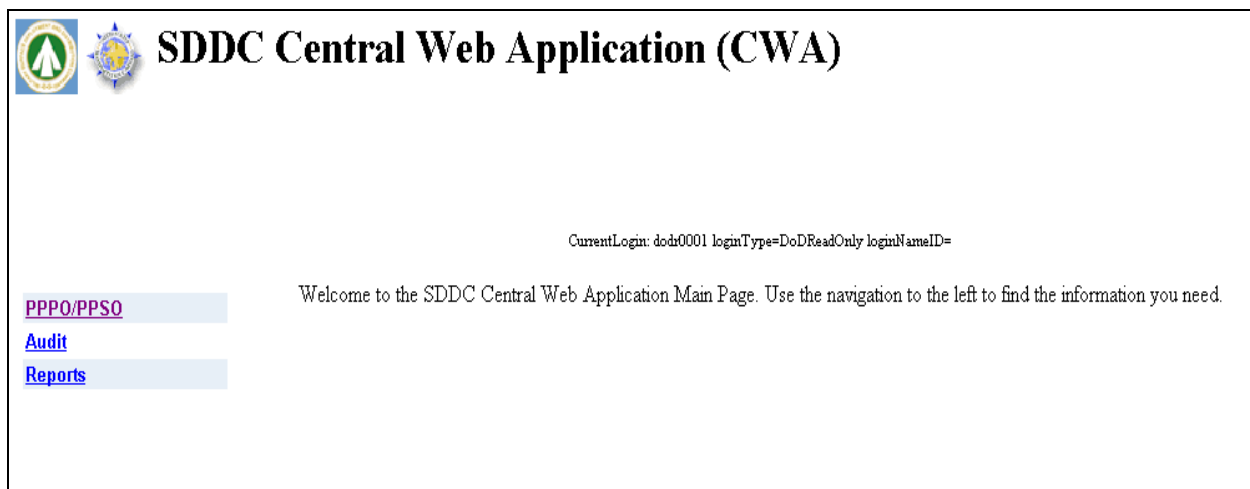
Figure 2-127. CWA Main Page Screen

2.5.8.1   Audit Trail Main Page

Once you click on the *Audit* link, the Audit Trail Main Page will be displayed.
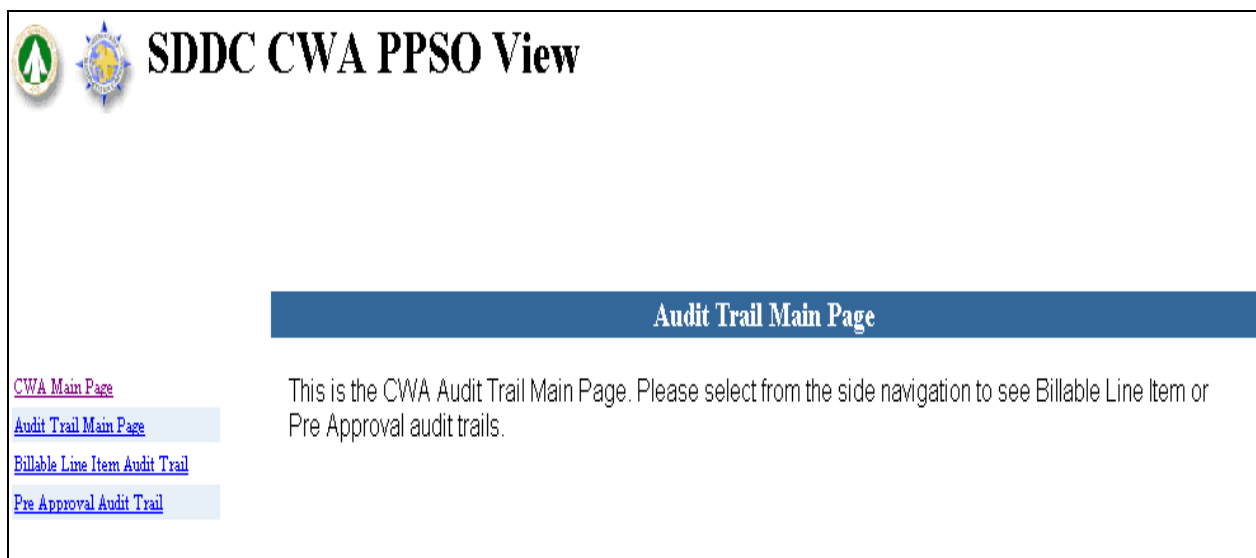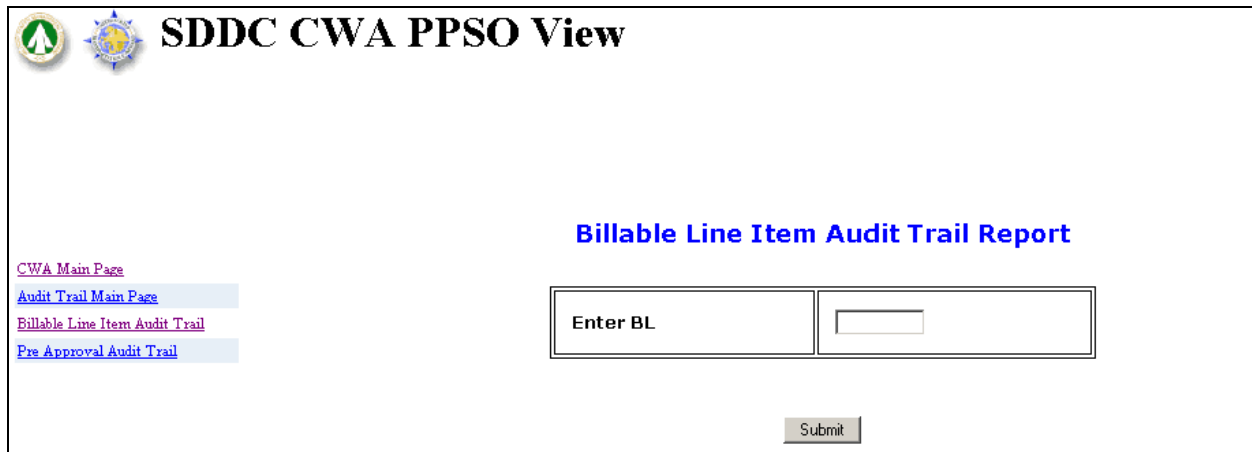
Figure 2-128. Audit Trail Main Page Screen

2.5.8.2 Billable Line Item Audit Trail

Click on the _Billable Line Item Audit Trail_ link, enter BL number and click the **[Submit]** button.
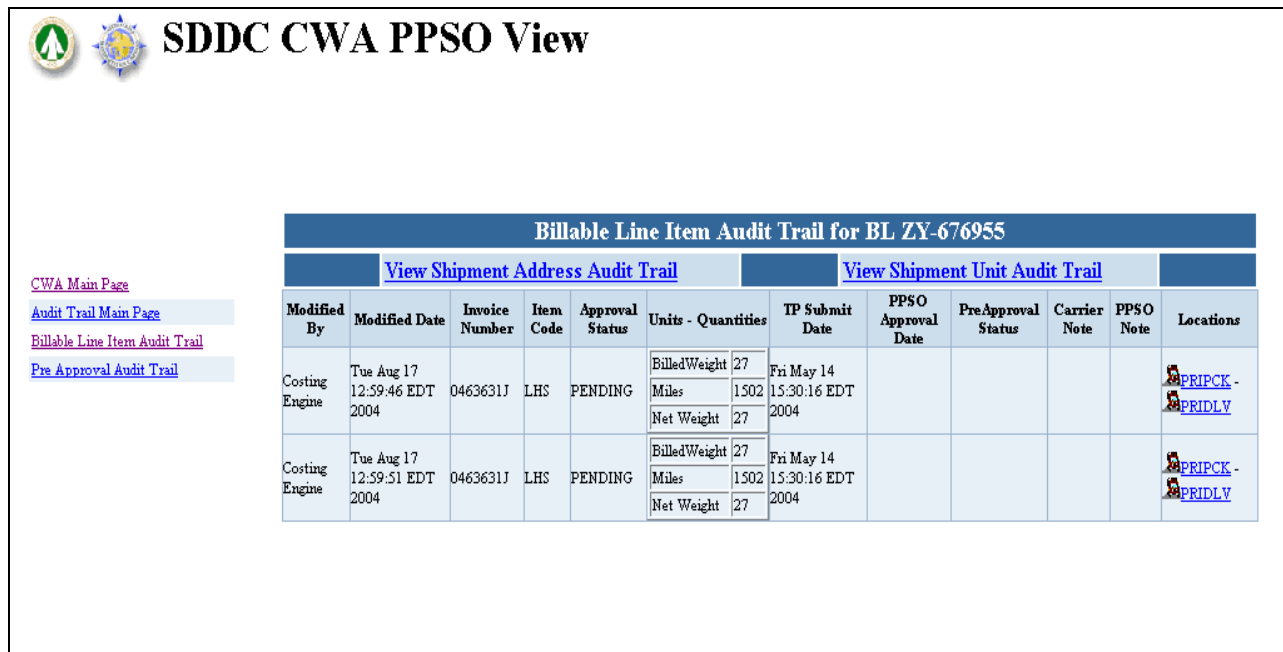
Figure 2-129. Billable Line Item Audit Trail Screen

Note: Billable Line Item Audit Trail is a tool to view every single action taken for a particular line item. Edited items appear shaded and are displayed in red on the screen. This page provides two additional audit trails: View Shipment Address Audit Trail and View Shipment Unit Audit Trail.

Figure 2-130. Search Results by BL Number Screen

Figure 2-131. View Shipment Address Audit Trail Screen

Figure 2-132. View Shipment Unit Audit Trail Screen

2.5.8.3   Pre Approval Audit Trail

Click on the *Pre Approval Audit Trail* link, enter BL number and click the **[Submit]** button.
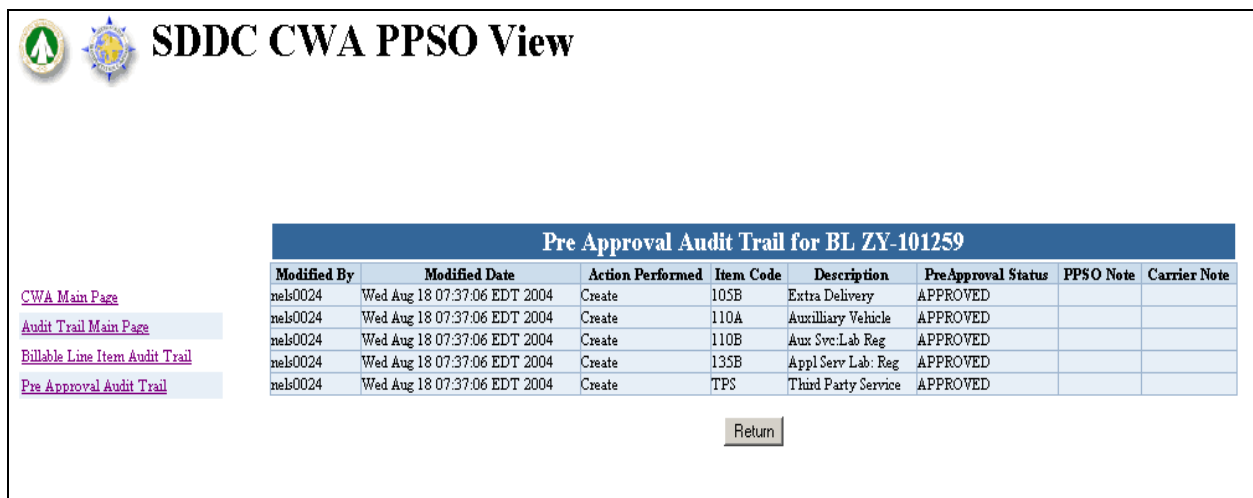
Figure 2-133. Pre Approval Audit Trail Screen

Example: Search by BL Number

Enter BL number and click the **[Submit]** button.

Figure 2-134. Search Results by BL Number Screen

2.5.9   Reports

2.5.9.1   CWA Main Page

Click on the link *Reports* to access the Reports Page.

Figure 2-135. CWA Main Page Screen
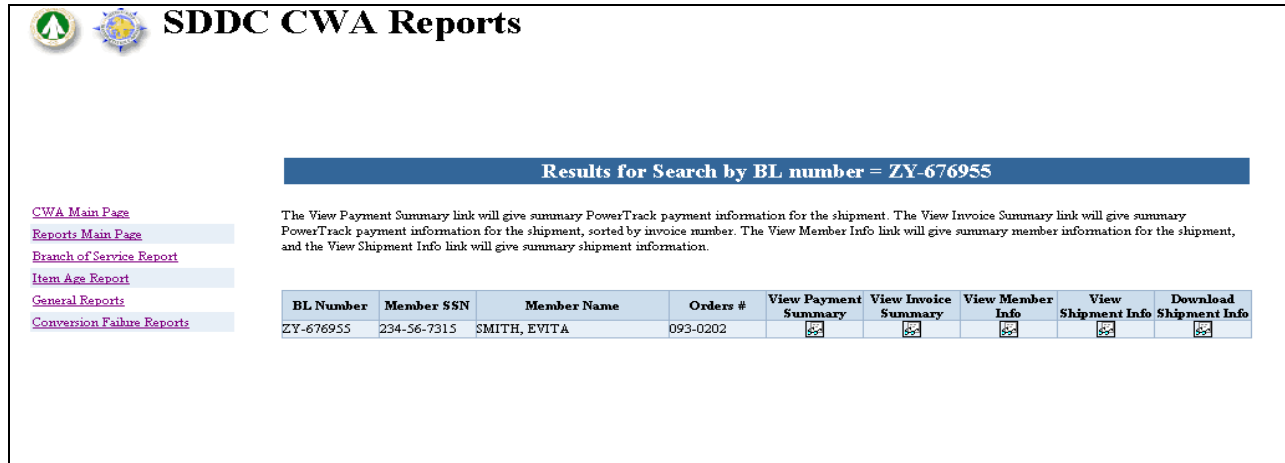
2.5.9.2   Reports Main Page

Click on the link *Reports Main Page*. This link provides four search options: BL Number, Member SSN, Member Last Name and Member Order Status.

Figure 2-136. Reports Main Page Screen

2.5.9.3   Search by BL Number

Enter BL number and click the **[Search]** button. This link provides five reports: View Payment Summary, View Invoice Summary, View Member Information, View Shipment Information and Download Shipment Information.

Figure 2-137. Search Results by BL Number Screen

Example 1: Click on the link _View Payment Summary_ to view shipment payment summary report.

Figure 2-138. View Payment Summary Screen

Example 2: Click on the link *View Invoice Summary* to view invoice information.

Figure 2-139. View Invoice Summary Screen

Example 3: Click on the link *View Member Information* to view member information.

Figure 2-140. View by Member Information Screen

Example 4: Click on the link *View Shipment Information* to view shipment detailed report.

Shipment Info Report

BL Number:	ZY-101417	TP SCAC:	APMF
Origin GBLOC:	LKNQ	Destination GBLOC:	BGAC

Delivery Date:	Mon Aug 04 00:00:00 EDT 2003
Delivered To (Storage/Residence):	Residence
TP Percent of Solicitation:	RS D-7 74%

Shipment Locations:

Location	LocationCode	Location Source	City	State	County	Zip	RateArea	Country
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TOPS/THIST	SAN DIEGO	CA	SAN DIEGO	92101	US88	US
SHIPMENT PRIMARY PICKUP ADDRESS	PRIPCK	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TOPS/THIST	WASHINGTON	DC	DIST OF COLUMBIA	20001	US24	US
SHIPMENT PRIMARY DELIVERY ADDRESS	PRIDLV	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	SAN DIEGO	CA	SAN DIEGO	92101		US
SHIPMENT SERVICE POINT	SRVCPT	TPInvoice	ARLINGTON	VA	ARLINGTON	22201		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TPInvoice	WOODBRIDGE	VA	PRINCE WILLIAM	22191		US
SHIPMENT DESTINATION SIT ADDRESS	DSTSIT	TOPS/THIST	WOODBRIDGE	VA	PRINCE WILLIAM	22194	US25	US

Shipment SIT Information:

SIT Location:	COLEMAN AMERICAN MOVING SERVICES, INC
SIT Storage ID:	2593
Date In:	Mon Aug 04 00:00:00 EDT 2003
Date Out:	Mon Aug 18 00:00:00 EDT 2003
Days Authorized:	90
SIT Control Number:	3216058
Split Portion Number:	0

Shipment Weights:

Shipment Net Weight	3040
Entitlement Weight	12500
Professional Books Weight	0

Member Information:

Member Name	SMITH, EVITA
SSN	234-56-7315
Order Number	093-0202
Rank	SPCA
Service Code	A

Line Of Accounting Information:

TAC:	N3G3
MDC:	
Account Classification (zzLOA):	
FA2 LOA:	Not Applicable Currently
SDN:	Not Applicable Currently

Payment Information:

PowerTrack Last Payment Date:	
Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Fuel Surcharge/Other Surcharges:	0.00
Total Shipment Cost:	0.00

Figure 2-141. View Shipment Information Screen

Example 5: Download Shipment Information Report

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] from your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-142. Download Shipment Information Report Screen

Figure 2-143. Shipment Information Report in Microsoft Excel Screen

2.5.9.4   Branch of Service Report

This page provides three reports: Branch of Service Report, Detailed Branch of Service Report and Download Branch of Service Report.

Figure 2-144. Branch of Service Report Screen

Example 1: Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Submit Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (2004-01-12 to 2004-08-13)

This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)

	PowerTrack Paid
Total Linehaul:	0.00
Total SIT Cost:	0.00
Total Accessorials (Excluding SIT):	0.00
Total Other Cost (Surcharges):	0.00
Total Shipment Cost:	0.00

Figure 2-145. Search Results by Branch of Service Screen

Example 2: View detailed Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[View Detailed Branch of Service Report]** button.

Shipment Payment Summary Report for Branch of Service: Army (12-Jan-2004 to 12-May-2004)

This report summarizes all shipments for this Branch of Service for GBLOC BGAC (i.e. all shipments where BGAC is either the origin or destination GBLOC)

	Total PowerTrack Paid
Grand Total Linehaul:	0.00
Grand Total SIT Cost:	0.00
Grand Total Accessorials (Excluding SIT):	0.00
Grand Total Other Cost (Surcharges):	0.00
Grand Total Shipment Cost:	0.00

Figure 2-146. View Detailed Branch of Service Report Screen

Example 3: Download Branch of Service Report

Select Branch of Service and the payment date range period from the drop down windows and click the **[Download Branch of Service Report]** button.

Note: To download the report, click on the link *Download Report*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the "Delimited" box and click the **[Next]** button. Then click to undo the "Tab" box; check the "Other" box and insert the pipe symbol [|] on your keyboard, click the **[Next]** button, then click the **[Finish]** button.

Figure 2-147. Download Branch of Service Report Screen

Figure 2-148. Branch of Service Report in Microsoft Excel Screen

2.5.9.5 Item Age Report

Enter the PPSO GBLOC code that you wish to generate the report for and then click **[Submit]**.

Note: This report provides the number of days each item was pending while awaiting PPSO action.

Figure 2-149. Item Age Report Screen

Example: Item Age Report for PPSO BGAC

This link provides three view options: Items Older Than 7 Days, Items Older Than 14 Days and Items Older Than 21 Days.

Figure 2-150. Item Age Report for PPSO Screen

2.5.9.6   General Reports

Click on the link *Shipment Actual vs. Weight Report*. This report summarizes the total member estimated weight versus actual shipment weight.
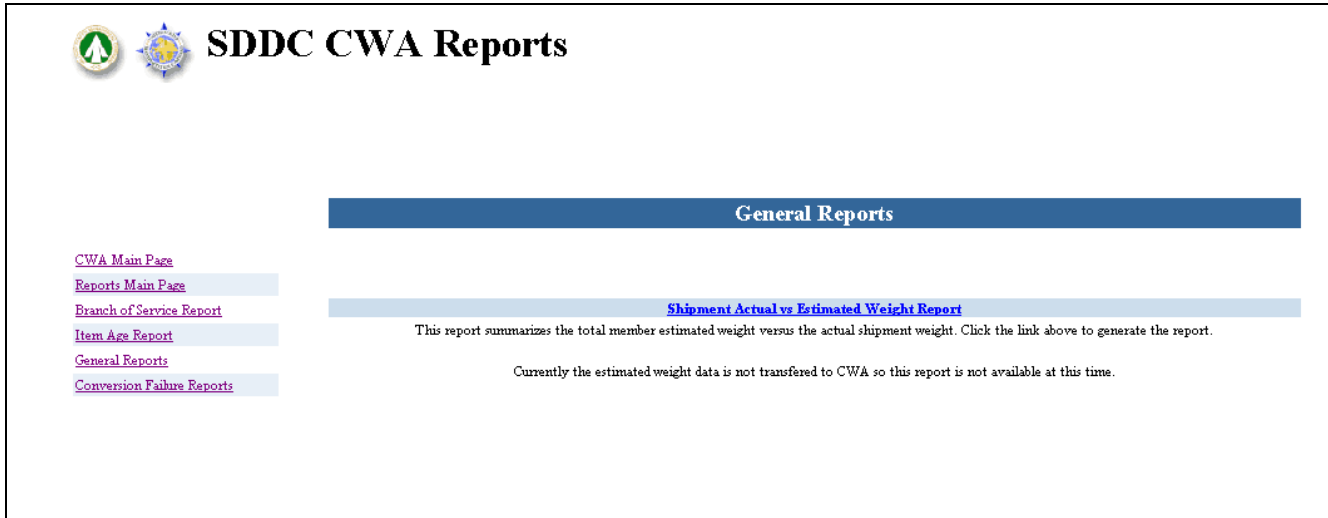
Figure 2-151. General Reports Screen

Example: Shipment Estimated Weight Report

Note: Currently, this report is not active, as the CWA does not get member estimated weight from TOPS/THIST.
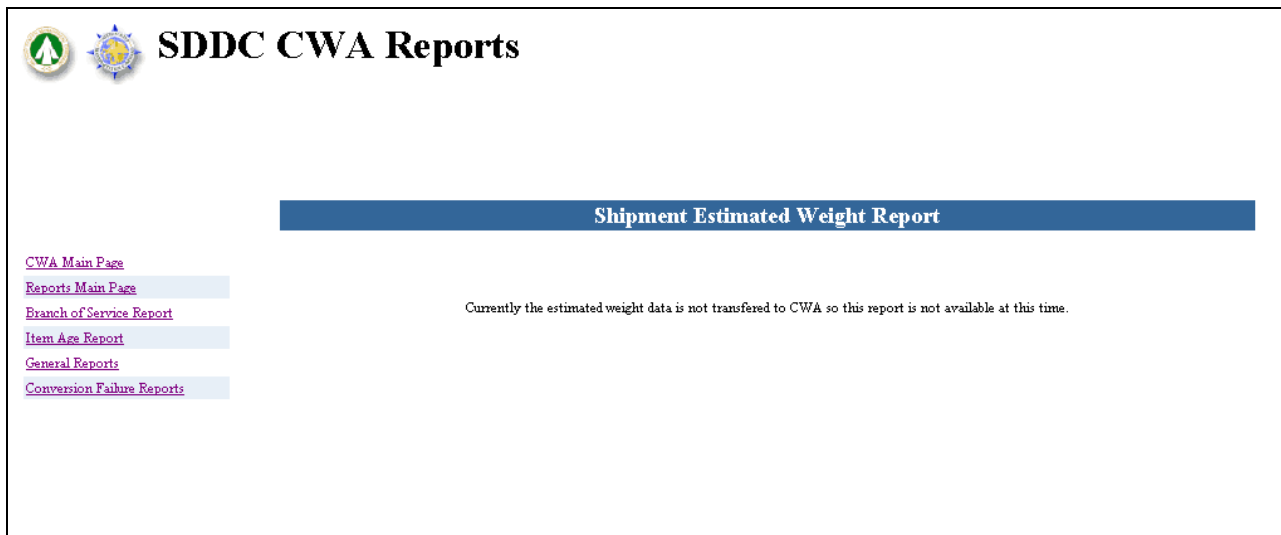
Figure 2-152. Shipment Estimated Weight Report Screen

2.5.9.7 Conversion Failure Reports

Note: This report is currently not available.

Figure 2-153. Conversion Failure Reports Screen

APPENDIX A - ACRONYMS

ACRONYMS

BL ....Bill of Lading

CE ....Costing Engine

DA.. Shipment Authorized Delivery Address

CWA .... Central Web Application

DFAS ....Defense Finance and Accounting System

DoD.. Department of Defense

DTOD ....Defense Table of Official Distances

EDI..Electronic Data Interchange

ETA..Electronic Transportation Acquisition

FTP... File Transfer Protocol

GBL..Government Bill of Lading

GBLOC .... Government Bill of Lading Office Code

GSA...General Service Administration

GUI ....Graphic User Interface

IC.. (EDI) Implementation Convention

HTTP..HyperText Transfer Protocol

HTTPS .... HyperText Transfer Protocol – Secure

LHS... Line Haul Item

MDA ....Model Driven Architecture

NIPRNET... Non-classified Internet Protocol Routing NETwork

NTS.. Non-Temporary Storage

OCONUS .... Outside the Continental United States

OTO ....One-Time-Only (Shipment)

PM...Persistence Manager (from JDO)

PPPO .... Personal Property Processing Office

PPPSB.. Passenger and Personal Property Systems Branch

PPSO .... Personal Property Shipping Office

SCAC ....Standard Carrier Alpha Code

SDDC .... Military Surface Deployment and Distribution Command

SIT .... Storage In Transit

SMTP .... Simple Mail Transport Protocol

THIST .... TOPS History

TOPS .... Transportation Operational Personal Property Standard System

TP .... Transportation Provider

APPENDIX B – ERROR MESSAGES

The following messages that may appear in the PPSO remarks text box indicate that a trouble call should be placed.

(CE01) There are no addresses associated with this line item.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, EDI data, and shipment data.

(CE02) Service state cannot be identified.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE03) The service location GBLOC could not be identified.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE04) Check Item Code and/or EDI Code. Costing is unavailable for shipment type {0}, method {1}, solicitation {2}.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, shipment data and rate table data.

(CE05) No costing is defined for rate cycle {0}.

The DoD Master or assigned analyst will need to review the Costing Engine configuration, shipment data and rate table data.

(CE06) The calculated cost of {0} is greater than the maximum allowable cost of {1}.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE07) The service rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE08) The minimum charge service rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE09) The TP's discount rate is not available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE10) Neither the service rate nor the TP's discount rate is available.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE11) MaxPack was not invoiced correctly. All associated items automatically disapproved. Reinvoice these items with MaxPack.

The DoD Master or assigned analyst will need to review the shipment and rate table data.

(CE12) The shipment pickup date is not available.

This could indicate that the PPSO itself is still required to enter the shipment information into the TOPS system. Otherwise, the DoD Master or assigned analyst will need to review the shipment data.

APPENDIX C – SHIPMENT ADDRESS TYPE

ATHPCK   Shipment Authorized Pickup Address

ATHDLV   Shipment Authorized Delivery Address

PRIPCK   Shipment Primary Pickup Address

PRIDLV   Shipment Primary Delivery Address

ADDPCK   Shipment Additional Pickup Address

ADDLV   Shipment Additional Delivery Address

LNGDLV   Shipment Long Delivery Address

DIVRSN   Shipment Diversion Delivery Address

RVCPT   Shipment Service Point

PRTUSD   Shipment Port Used

PRTORG   Shipment Original Port Designated

DIVRPT   Shipment Diversion Point

ORGSIT   Shipment Origin Sit Address

DSTSIT   Shipment Destination Sit Address